

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**1/13/2026**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Fire Hydrant Maintenance and Flow Testing Services	David Moody Director of Public Works

**SYNOPSIS**

A motion is requested authorizing the execution of a five-year contract for fire hydrant maintenance and flow testing services to M.E. Simpson Co., Inc. of Valparaiso, Indiana in the amount of \$784,304.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2025 - 2027 include *Top Quality Infrastructure*.

**FISCAL IMPACT**

The FY26 budget provides \$150,000.00 in the Water Fund for Fire Hydrant Maintenance and Flow Testing services. Future years will be budgeted accordingly.

**RECOMMENDATION**

Approval on the January 13, 2026 consent agenda.

**BACKGROUND**

This program involves utilizing a technical service provider to conduct inspection activities and flow testing of the Village's approximately 2,880 fire hydrants. According to American Water Works Association (AWWA) standards, hydrants should be inspected regularly, and follow a testing and maintenance program.

A Request for Proposals (RFP) seeking services from a qualified vendor to provide the hydrant maintenance and flow testing program for 2026-2030 was issued and three proposals were received with pricing information summarized in the table below.

Service Provider	Proposed Price 2026	Proposed Price 2027	Proposed Price 2028	Proposed Price 2029	Proposed Price 2030	5-Year Contract Total
M.E. Simpson Co., Inc.	\$149,184	\$149,702	\$158,340	\$158,886	\$168,192	\$784,304.00
F.E. Moran, Inc.	\$181,975	\$181,975	\$181,975	\$181,975	\$181,975	\$909,875.00
Xylem Dewatering Solutions, Inc.	\$288,000	\$295,936	\$304,500	\$314,862	\$325,288	\$1,528,586.00

Staff recommends award of a five-year contract for fire hydrant maintenance and flow testing services with M.E. Simpson Co., Inc. A five year contract aligns with the Downers Grove Fire Department's regular Insurance Services Office (ISO) inspections. The work performed under this contract is an important part of the water system evaluation of the ISO inspection. M.E. Simpson's contract cost for 2026 reflects an 8.4% increase from the 2025 contract cost. M.E. Simpson has completed the Village's fire hydrant maintenance and flow testing program since 2009 with consistently good results.

**ATTACHMENTS**

Contract Documents

Contractor Evaluation Form

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**REQUEST FOR PROPOSAL**

**Name of Proposing Company:** M.E. Simpson Co., Inc.

**Project Name:** **Fire Hydrant Maintenance & Flow Testing**

**Proposal No.:** RFP-33-0-2025/JH

**Proposal Due:** December 3, 2025 10:00 AM

**Pre-Proposal Conference:** No

**Required of All Proposers:**

**Deposit:** No

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

**Required of Awarded Contractor:**

**Performance Bond/Letter of Credit:** No

**Certificate of Insurance:** Yes

**Legal Advertisement Published:** November 12, 2025

**Date Issued:** November 10, 2025

**This document consists of 30 pages.**

Return **original** (no staples, bindings or spines) and one (1) digital copy (PDF on a flash drive) of proposal submitted in a **sealed envelope** marked with the Proposal Name/Number as noted above to the address below. Alternatively, proposals may be submitted through demandstar.com.

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

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The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 7:30 A.M. to 4:30 P.M. at the Department of Public Works, 5101 Walnut Avenue, Downers Grove, IL 60515.

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

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

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

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

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

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

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## **I. REQUEST FOR PROPOSALS**

### **1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to THE TIME AND DATE SET FORTH ON THE COVER PAGE OF THIS REQUEST FOR PROPOSALS.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: John Valenti, 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. Alternatively, proposal forms may be submitted electronically. All proposers must be registered with DemandStar in order to access bid documents and submit an electronic proposal. If you are not registered, a free agency subscription to the Village of Downers Grove account is available by going to [www.demandstar.com/register.rsp](http://www.demandstar.com/register.rsp). If you are registered with DemandStar, but subscribed to another agency, you do not need to modify your subscription. The Village maintains an Open Access account whereby all bidding information and e-bidding capabilities are accessible under any subscription plan. Incomplete submittals may be rejected as non-responsive. Infrequent or first-time users of electronic bidding are encouraged to upload their bid responses at least 24 hours prior to bid opening. The Village is not responsible for submittal errors or incomplete bid submissions. For technical issues or concerns, proposers may contact Demandstar Supplier support directly at [hello@demandstar.com](mailto:hello@demandstar.com) or at 866-273-1863. All proposals must be received prior to the Due Date and Time set forth above and on the cover page of this document.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

### **2. PREPARATION OF PROPOSAL**

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services.
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.

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- 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. PRE- PROPOSAL CONFERENCE**

- 3.1 A pre-proposal conference may be offered to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from Proposers. This pre-proposal conference is not mandatory (unless stated "Required" on the cover of this document), but attendance by Proposers is strongly advised as this will be the last opportunity to ask questions concerning the Proposal.
- 3.2 Questions may be posed in writing to the Village (faxed and emailed questions are acceptable), but must be received by the Village prior to the scheduled time for the pre-proposal conference. Questions received will be considered at the conference. An addendum may be issued as a result of the pre-proposal conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in Section 2.2 above.

**4. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

- 4.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.
- 4.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

**5. SECURITY FOR PERFORMANCE**

- 5.1 The awarded contractor, within thirteen (13) calendar days after acceptance of the Proposer's Proposal by the Village, shall furnish security for performance acceptable to the Village when required under the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter

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of credit on the form provided by the Village and available from the Village's Purchasing Manager. Any bond shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. **NOTE: As evidence of capability to provide such security for performance, each Proposer shall submit with the Proposal either a letter executed by its surety company indicating the Proposer's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the Proposer.**

**6. DELIVERY**

- 6.1 All proposal prices are to be quoted, delivered F.O.B. Village of Downers Grove, 5101 Walnut Avenue, Downers Grove, IL 60515.

**7. TAX EXEMPTION**

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

**8. RESERVED RIGHTS**

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

**II. TERMS AND CONDITIONS****9. VILLAGE ORDINANCES**

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

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

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

**11. SPECIAL HANDLING**

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

**12. INDEMNITY AND HOLD HARMLESS AGREEMENT**

- 12.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths,

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

**13. NONDISCRIMINATION**

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

- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.

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

**14. SEXUAL HARASSMENT POLICY**

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

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

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**15. EQUAL EMPLOYMENT OPPORTUNITY**

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

15.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

15.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

15.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, or an unfavorable discharge from military services.

15.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.

15.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.

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15.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.

15.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

**16. DRUG FREE WORK PLACE**

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

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

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- 16.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 16.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

**17. PATRIOT ACT COMPLIANCE**

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

**18. INSURANCE REQUIREMENTS**

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

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate
		<b><i>(Applicable on a Per Project Basis)</i></b>
Commercial Automobile	\$1,000,000	Each Accident

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## Liability

Professional Errors & Omissions (pursuant to section .9 below)	\$2,000,000	Each Claim
	\$2,000,000	Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 18.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a “Per Project Basis”.
- 18.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 18.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 18.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, **or** by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 18.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the “Village of Downers Grove, its officers, officials, employees and volunteers” as “additional insureds” with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor’s subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be ***Primary and Non-Contributory***.
- 18.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A-VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.
- 18.8 All insurance policies shall contain a provision that coverages and limits afforded

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hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.

- 18.9 Only in the event that the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 18.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**19. COPYRIGHT/PATENT INFRINGEMENT**

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

**20. COMPLIANCE WITH OSHA STANDARDS**

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

**21. CERCLA INDEMNIFICATION**

- 21.1 In the event this is a contract that has environment aspects, the Proposer shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property damage, personal injury, damage to natural resources, health assessments, health

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settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Proposer, both before and after its disposal.

**22. CAMPAIGN DISCLOSURE**

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

**23. SUBLETTING OF CONTRACT**

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

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

**24. TERM OF CONTRACT**

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

**25. TERMINATION OF CONTRACT**

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

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

**26. BILLING & PAYMENT PROCEDURES**

- 26.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.
- 26.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Contractor requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 26.3 If this Contract is for work defined as a “fixed public work” project under the Illinois Prevailing Wage Act, 820 ILCS 130/2, any contractor or subcontractor is required to submit certified payroll records along with the invoice. No invoice shall be paid without said records.
- 26.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 850 Curtiss St, Downers Grove, IL 60515.

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

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

**28. STANDARD OF CARE**

- 28.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the

## Village of Downers Grove

profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

- 29.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.
- 29.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contractor(s') failure to perform its work in accordance with contract documents.

**30. GOVERNING LAW**

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

**31. SUCCESSORS AND ASSIGNS**

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

**32. WAIVER OF CONTRACT BREACH**

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

**33. AMENDMENT**

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

**34. NOT TO EXCEED CONTRACT**

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

**35. SEVERABILITY OF INVALID PROVISIONS**

## Village of Downers Grove

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

**36. NOTICE**

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

**Village Manager  
Village of Downers Grove  
850 Curtiss St.  
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

**37. COOPERATION WITH FOIA COMPLIANCE**

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

**38. COPYRIGHT or PATENT INFRINGEMENT**

- 38.1 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.

**39. DISADVANTAGED BUSINESS ENTERPRISE (DBE) CERTIFICATION**

- 39.1 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](http://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.**

**40. ACCESSIBLE WEB CONTENT**

- 40.1 Any web content published by Proposer shall be readily accessible to and usable by

Village of Downers Grove

individuals with disabilities when required by 28 CFR 35.200, *et seq.*

## Village of Downers Grove

### **III. DETAIL SPECIFICATIONS**

#### **FIRE HYDRANT MAINTENANCE & FLOW TESTING SERVICES**

##### **BACKGROUND**

The Village of Downers Grove's water system covers an area of approximately 16 square miles including areas outside the corporate limits of the Village. The potable water system includes 233 miles of water mains ranging in size from 4-inches to 24-inches in diameter. Within the water system there are 2,880 public fire hydrants. As the total number of fire hydrants in the system is always changing, please provide pricing for 2,880 hydrants in year one, 2,890 in year two, 2,900 in year three, 2,910 in year four, and 2,920 in year five.

##### **INTRODUCTION**

The Village of Downers Grove is seeking a qualified firm to be responsible for routine annual maintenance of all fire hydrants within the water system. This routine maintenance must consist of inspecting, cleaning, and clearing of weeds and debris to insure that each hydrant is in serviceable condition. More importantly, the qualified firm must complete flow testing of 20% of the Village's hydrants per year to determine the current availability of water supply for fire suppression. The information derived from these inspections and tests must be recorded and maintained to be compatible with the Village's Geographic Information System (GIS). The Village utilizes GIS to generate operational maps used during emergencies and for planning of future improvements to the water system. The Village currently utilizes *Lucity* as its asset management system.

The contractor must maintain a staffed office within a 100 mile radius of the Village of Downers Grove for the duration of this contract. Further, the contractor must provide 24-hour, 7-day a week emergency service for the duration of this contract. The contractor and any person performing work on their behalf must be authorized to perform work in accordance with the Illinois Plumbing License Law, 225 ILCS 320/1, *et seq.*

**Term of Contract:** The term of this Contract will be for five (5) years unless terminated sooner in accordance with paragraphs 25.1 and 25.2, Section II. The term of this contract shall be 5 years to align with the Village of Downers Grove Fire Department ISO Inspection schedule.

**Operation Standards:** All operations will be done following the standards outlined below

- ▶ The technical service provider will perform all work in a manner that minimizes road hazards for the motoring public. All reasonable precautions will be taken to protect public and private property, such as sidewalks, pavement, lawns, fences, bushes, trees, shrubs, buildings, and other property from undue damage. If the Contract Administrator determines that technical service provider has unnecessarily damaged or destroyed property, it shall be repaired or replaced to the satisfaction of the Village at the technical service provider's expense.

## Village of Downers Grove

- ▶ All accidents occurring on the job which damage public or private property, or result in injuries to workers or other persons, or damage to utilities shall be promptly reported to the Village's Police Department at 630-434-5600, and to the Public Works Department at 630- 434-5460.

**MAINTENANCE PROCEDURES**Customer Notification

- 1) The selected firm will assist the Village in developing a press release to briefly explain the fire hydrant flow testing program in the areas affected.
- 2) The selected firm's personnel will post signage in the area of immediate work forty-eight (48) hours before the scheduled flow testing is to be performed.

General Guidelines for Testing and Flushing

- 1) Hydrant maintenance must be performed in accordance with the American Water Works Association (AWWA) manual M-17, Maintenance chapter, of the latest edition.
  - a. The Village must be notified prior to the commencement of any flushing or testing procedures. The anticipated location and duration of such activity should be given. The Village must also be notified upon completion of such activities.
  - b. Care must be taken to reduce discharge to minimize water loss. For the discharge that occurs, care must be taken to reduce, to the least degree possible, the potential damage and inconvenience caused by hydrant discharge. Flush elbows or diffusers must be used to reduce the velocity pressure of the discharge stream. Any loose debris left by hydrant discharge must be swept or cleared from roads, streets, and drives.
  - c. Whenever operating hydrant valves, care must be taken to open and close the valve slowly so as to reduce as much as possible, the effects of water hammer on the distribution system.
  - d. Whenever a hydrant is opened, it should be flowed at least until the water runs clear.
  - e. The Public Works Department must be notified in writing daily if broken valves are found.
  - f. All Village of Downers Grove Fire hydrants must be flow tested during the duration of this contract to comply with ISO Flow testing requirements.

Routine Hydrant Maintenance Procedure (See AWWA M-17, Maintenance chapter, of the latest edition)

Must consist of the following activities:

- 1) Check hydrant to make sure that it is visible from the roadway and is clear of any landscaping or plant growth, or other obstructions that could impair locating the hydrant or interfere with its use.
- 2) Minor obstructions such as weed growth or wild plant growth should be trimmed to provide clear access to the hydrant.
- 3) Obstructions caused by utilities, landscaping or ornamental plant growth must be noted and reported to the Village of Downers Grove Public Works Department.
- 4) Minor build-up of dirt/sand, which provides insufficient ground clearance, may be removed with a shovel. Excessive build-up, or improperly installed hydrants must be reported to the

## Village of Downers Grove

Village of Downers Grove Public Works Department on a weekly basis.

- a. Inspect hydrant in accordance with the procedure outlined in AWWA M-17, latest edition.
- b. Fire hydrants must be maintained in accordance with the manufacturer's specifications to include proper greasing, for instance.
- c. Any fire hydrant that for any reason must be removed from service must be reported immediately to the Village of Downers Grove Public Works Department.

Whenever such a hydrant is returned to service it must undergo the same maintenance and testing procedure as outlined herein.

Flow Testing Procedure (See AWWA M-17, Flow Test Chapter, of the latest edition)

Must consist of the following:

- 1) Fire flow tests must be conducted in accordance with the procedure outlined in AWWA M-17, Flow Test Chapter, of the latest edition.

Include but not limited to the following details:

- 1) Fire hydrant nozzle size used for each test
- 2) Residual Pressure (Any incidents of residual pressure below 20 psi will be brought to the attention of the Village immediately.)
- 3) Static Pressure
- 4) Flow rate in gallons per minute (gpm)
- 5) The hydrant address and location
- 6) The amount of time it takes to flush each fire hydrant
- 7) An estimate of the water used during the operation of each fire hydrant
- 8) The date tested and technicians operating the fire hydrant
- 9) Hydrants that are in need of repair, painting, color coding, or have operational defects will be noted.

Energy Dissipation

- 1) Fire hose and deflection tubes are utilized, as required, to direct flushing water away from traffic, pedestrians, underground utility vaults, and private property.

Fire Hydrant Closure, Drainage and Leakage

- 1) After the fire hydrant has been flowed, the firm must verify that the hydrant is seated and is draining properly.
- 2) The firm must also check the fire hydrant with a FCS, S30, L-MIC or other Village-approved electronic listening device to ensure that the hydrant is not leaking.

Fire Hydrant Maintenance and Testing Records

The selected contractor must maintain and update the appropriate fire hydrant maintenance and testing records on the forms shown at the end of AWWA M-17, Maintenance Chapter, of the latest edition. Upon completion of each week's fire hydrant maintenance, the updated Fire Hydrant Master Record, Hydrant Maintenance Report, Hydrant Inspection Report, Flow Test Report, and Hydrant Test form for each hydrant inspected and tested must be submitted in electronic format to the Village of Downers Grove Public Works Department so that it is compatible with the Village's

## Village of Downers Grove

GIS and *Lucity* Asset Management System. The data from flow tests must be recorded on the Flow Test Report, Hydrant Test Form, and Master Hydrant List. Any maintenance performed on the hydrant must be recorded on the space provided on the Fire Hydrant Master Record and Hydrant Maintenance Report, along with the date the maintenance was performed.

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

### Work Schedule

Working hours must be from 7:00 a.m. to 3:30 p.m., Monday through Friday. Hydrant flow testing must not be conducted during the Village's water conservation period from May 15 through September 15, or on Village holidays.

Holidays consist of the following days:

- 1) New Year's Day
- 2) Memorial Day
- 3) Independence Day
- 4) Labor Day
- 5) Thanksgiving Day
- 6) Day After Thanksgiving
- 7) Christmas Day
- 8) Floating Christmas Holiday

Weekend and evening work requires special permitting but may be necessary.

### **EXPERIENCE REQUIREMENTS**

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

1. The ability, capacity, skill and resources to perform the work or provide the service required.
2. The ability of the firm to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the firm.
4. The quality of performance of previous hydrant maintenance and flow testing contracts

## Village of Downers Grove

or services with the Village and other municipalities within the last five (5) years. At least two (2) of the municipal references must be for individual hydrant maintenance and flow testing contracts in excess of 1,500 hydrants annually. These references and the quantity of hydrants maintained and flow tested must be indicated clearly in the proposal.

**SERVICES PROVIDED BY THE VILLAGE**

The Village will furnish all maps, atlases, and records necessary to properly conduct the hydrant maintenance flow testing program.

The Village will make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with general information about the water system. *This person will not assist the Project Team on a full time basis.*

The Village may supply any other information that may make the job of easier to perform.

**PROPOSAL FORMAT AND SUBMISSION REQUIREMENTS**Proposal Format

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

Introduction

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

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

Experience/Staff Resumes

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

Resumes shall be formatted in the following order;

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

## Village of Downers Grove

- Past Experience

Technical Approach/Implementation

A detailed work plan and methodology your firm would follow in performing services under the contract shall be included in the proposal. ***Do not restate the Village's Scope of Work*** but rather provide the approach your firm will take and any recommendations. If your firm's approach is different than stated in the Village's Scope of Work, explain how and why. Demonstrate a complete understanding of hydrant maintenance and water main capacity testing/hydrant flow testing methodologies. Describe the planned testing methodology and field approach to the project. Planned hydrant operation techniques, as well as flow analysis techniques shall be outlined. Account for potential problems to be expected and the possible techniques to be employed for solving those problems.

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

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

Cost Proposal

In conjunction with the proposal, firms shall also submit one (1) original and two (2) copies of the cost proposal (all costs). Proposals shall include an all-inclusive cost per hydrant to complete the scope of services for all three years. While the level of effort may vary from hydrant to hydrant, the proposed average cost per hydrant should be based on the firm's past experience and expertise in this type of work.

**PROPOSAL EVALUATION PROCESS**Firm Selection

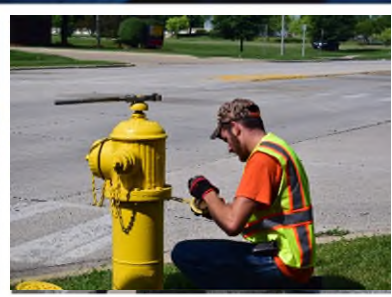
A technical staff review team will evaluate the proposals. Final selection will be based on the evaluation of proposals unless it is deemed necessary by the water manager to conduct interviews. The firm determined best qualified to perform this project will be recommended to the Village Council for contract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

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

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



YOUR TEAM FOR SECURE + RELIABLE  
**Water System Solutions**



PROPOSAL TO PROVIDE

**The Village of Downers Grove**

Fire Hydrant Maintenance and Flow Testing Services

Due: December 3, 2025





December 3, 2025

Jake Hendrix  
Water Manager  
Village of Downers Grove Public Works  
5101 Walnut Avenue  
Downers Grove, IL 60515

**RE: PROPOSAL FOR FIRE HYDRANT MAINTENANCE AND FLOW TESTING SERVICES**

Dear Mr. Hendrix,

M.E. Simpson Co., Inc. is delighted to present our proposal to Village of Downers Grove for the Fire Hydrant Maintenance and Flow Testing Services. We feel privileged to be considered for this endeavor and are confident that our team will contribute to the success of the project.

As a Professional Services Firm, our primary focus is on developing and delivering programs and services that optimize the performance of our clients' water distribution systems. These programs are recognized globally as "Best Management Practices" (BMPs) for utilities. We take pride in providing robust solutions by utilizing top-tier technical and professional services, leveraging state-of-the-art technology, and employing a highly skilled and well-trained staff of professionals. Our team of educated engineers and technical experts is fully dedicated to the success of this project and ready to alleviate the burden on your staff, ensuring a seamless continuation of services.

Our services have been meticulously developed and refined to cater to the specific needs of utilities. Whether it's offering comprehensive turn-key solutions or assisting in the development of in-house programs, M.E. Simpson Co., Inc. strives to fulfill one overarching goal: to instill public confidence by ensuring the safety and quality of drinking water.

Thank you for your consideration and this opportunity to acquaint you with our Fire Hydrant Maintenance and Flow Testing Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

A handwritten signature in black ink, appearing to read "RL", is positioned above the typed name of Randy Lusk.

Randy Lusk  
Vice President of Innovation & Solutions

**Randy Lusk**  
Vice President of Innovation & Solutions

3406 Enterprise Avenue  
Valparaiso, IN 46383

800.255.1521 P  
888.531.2444 F

randyl@mesimpson.com

## INTRODUCTION

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

### **Fire Hydrant Flow Testing Services History**

M.E. Simpson Co., Inc. developed its Fire Hydrant Flow Testing program in 1995 and expanded it to include Fire Hydrant Maintenance. Over time, we have improved the program so now it is a fundamental asset management and condition assessment program for our clients.

Our crews have been deployed to many locations throughout the United States including Minnesota and overseas. Our crews have the unique ability to be able to respond to individual Utility requests because of the cross training they have received performing all the services M.E. Simpson Co. Inc. provides. We are proud of the work we have performed using the latest technology and meeting the needs of "our customer" the Water Works Industry. We have played an important role in educating utilities about the need for and efficiency of annual maintenance and testing programs.

### **Fire Hydrant Flow Testing Project Understanding**

The Village of Downers Grove is seeking a qualified firm to provide services for a Fire Hydrant Maintenance and Flow Testing Services Program. The program is needed to be able to identify and quantify specific hydrant issues that are occurring in the water distribution system with the end aim of being able to provide specific directions for fire hydrant repair, pressure issues, flow issues and related hydraulic and distribution system concerns.

**M.E. Simpson Co., Inc. (MESCO) has been providing Fire Hydrant Flow Testing/Water Main Capacity Testing programs for over thirty years.**

Fire hydrants are critical components of a water distribution system because they provide fire suppression and many other useful functions as well. Hydrants are routinely used for flushing water mains, testing chlorine residuals, street and sewer cleaning, and providing water for construction purposes. To assure hydrants can be used at any time, a systematic inspection, maintenance, and flow testing program should be in place. By methodically examining every hydrant in a distribution system, problems can be identified and corrected *before* they become catastrophic.

MESCO has been producing successful Fire Hydrant Flow Testing programs in the Chicago metropolitan area, as well as the greater Midwest since 1995 and understands the complexity of implementing long range water distribution system asset management programs. MESCO believes that through this work we have established a proven history of delivery, responsiveness, ingenuity, and environmental stewardship. We share the same mission as the Village of Downers Grove and are encouraged by the leadership role that the Village of Downers Grove is assuming towards a holistic approach to address water system challenges.

## F I R M   E X P E R I E N C E

### [Village of Downers Grove, IL](#)

M.E. Simpson Co., Inc. has performed a Fire Hydrant Flow Testing Program for the Village of Downers Grove for several years as well as a Fire Hydrant Maintenance program. Most recently 608 hydrants were located and tested. Of these hydrants, 596 were found to be in good working condition, 4 were found to be usable but with minor problems and 8 were found to be unusable. The total number of problem hydrants has decreased greatly with annual fire hydrant flow testing and inspections.

David Moody  
Water Manager  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, IL 60515-4074  
(630) 434-5495  
[dmood@downers.us](mailto:dmood@downers.us)  
*Dates of Service: 2009 – Current*

### [Village of Lansing, IL](#)

M.E. Simpson Co., Inc. has been working with the Village of Lansing, IL for many years. The hydrant program most recently completed was a success, reporting the hydrants which are in good working condition, usable, or unusable. These flow testing programs are very important to the Village, thanks to this program the Village can now correct the problems with those hydrants found to be unusable so that, should the need ever arise, they can be used in an emergency.

Mr. Jim Nickias  
Superintendent  
Village of Lansing  
3300 171<sup>st</sup> St.  
Lansing, IL 60438  
(708) 895-7190  
[jnickias@gmail.com](mailto:jnickias@gmail.com)  
*Dates of Service: 1997 - Current*

### [Village of Hazel Crest, IL](#)

M.E. Simpson Co., Inc. has performed Fire Hydrant Maintenance for the Village of Hazel Crest for several years. Most recently 225 hydrants were located and classified. The total number of problem hydrants has decreased greatly with annual fire hydrant flow testing and inspections.

Dante Sawyer  
Director of Public Works  
Village of Hazel Crest  
3000 W 170<sup>th</sup> Place  
Hazel Crest, Illinois 60429  
(708) 335-9600 x202  
[dsawyer@villageofhazelcrest.com](mailto:dsawyer@villageofhazelcrest.com)  
*Dates of Service: 2015 - Current*

M.E. Simpson Co., Inc. | [Village of Downers Grove: Fire Hydrant Maintenance and Flow Testing Services – Firm Experience](#)

### [Village of Niles, IL](#)

M.E. Simpson Co., Inc. has performed a Fire Hydrant Flow Testing Program for Niles, IL several times in the past few years. Most recently M.E. Simpson Co., Inc. spent 6 weeks locating, classifying, and testing 1171 hydrants.

Jack Grana  
Utility Superintendent  
Village of Niles, IL  
1000 Civic Center Drive  
Niles, Illinois 60714  
(847) 588-7905  
[gg@vniles.com](mailto:gg@vniles.com)

*Dates of Service: 2004 - Current*

### [City of Countryside, IL](#)

M.E. Simpson Co., Inc. has performed Fire Hydrant Maintenance for the City of Countryside, IL for several years. Most recently 452 hydrants were located and classified. The total number of problem hydrants has decreased greatly with annual fire hydrant flow testing and inspections.

Michael Hartigan  
Chief Operator  
City of Countryside, IL  
5550 East Avenue  
Countryside, IL 60525  
(708) 485-2657  
[mhartigan@countryside-il.org](mailto:mhartigan@countryside-il.org)

*Dates of Service: 2015 – Current*

## EXPERIENCE OF KEY PERSONNEL

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

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

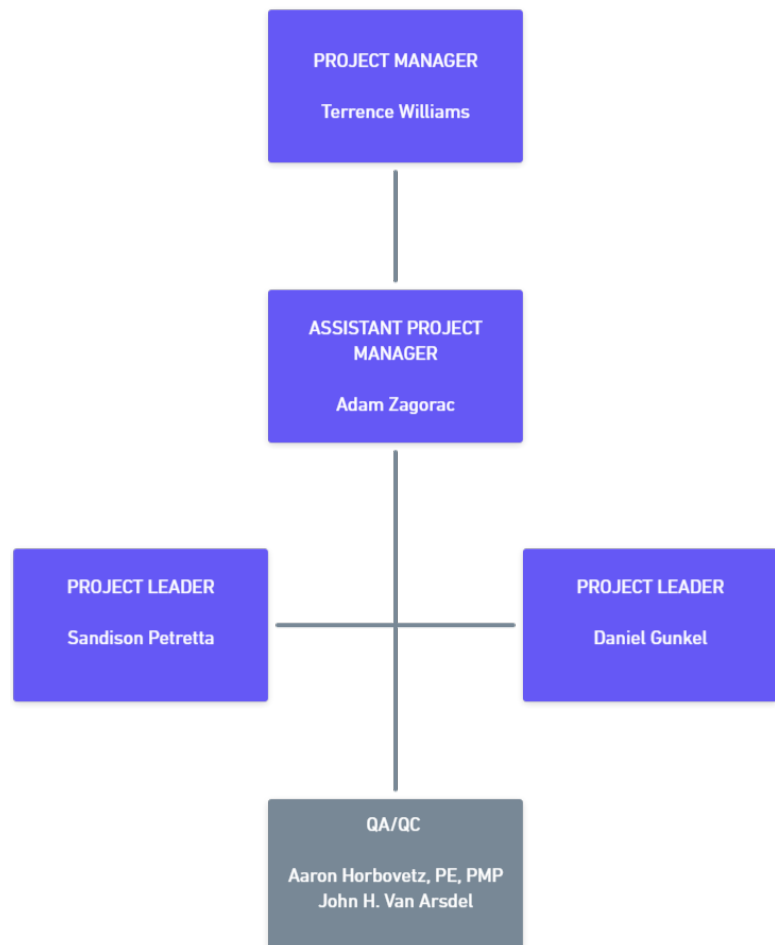
### **Project Manager:** Terrence Williams

Terrence Williams has been with M.E. Simpson Company since September 2014. Terrence previously worked in retail management. Terrence is a graduate of Purdue University with a Bachelor of Science in Accounting. Terrence also completed his MBA at Keller Graduate School of Management.

Terrence is currently involved in the preparation of client reports, data quality control, and drafting new paperless database programs. He also has experience in valve location, exercising and mapping, and the use of the state-of-the-art leak detection equipment. Terrence also has experience in fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

### **Professional Certifications:**

- ◆ 30-Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive Traffic Control Training
- ◆ Extensive Confined Space Training



### **Assistant Project Manager:** Adam Zagorac

Adam Zagorac has been with M.E. Simpson Co., Inc. since December 2007. Adam is the Assistant Operations Manager and serves as a Project Manager on leak surveys, valve assessment, and hydrant flow-testing projects. Adam has attended numerous classes and lectures related to the operation, maintenance, and installation of

water meters, and completed classes in plumbing. Adam has traveled all over the country completing projects in various states including Tennessee, North Carolina, New Jersey, Mississippi, and Oklahoma.

Adam has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

**Professional Certifications:**

- ◆ 10-Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive Traffic Control Training
- ◆ Extensive Confined Space Training

**Project Leader: [Sandison Petretta](#)**

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

**Professional Certifications:**

- ◆ 10-Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive Traffic Control Training
- ◆ Extensive Confined Space Training

**Project Leader: [Sandison Petretta](#)**

Daniel Gunkel has been with M.E. Simpson Company since June 2019. Daniel has attended numerous classes and lectures related to valve maintenance and exercising, fire hydrant maintenance and main capacity testing, and leak detection.

Daniel has experience in the following: valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment.

**Professional Certifications:**

- ◆ 10-Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive Traffic Control Training
- ◆ Extensive Confined Space Training

**QA/QC: [Aaron M. Horbovetz, PE, PMP](#)**

Aaron Horbovetz has been with the Company since September of 1999. In 2006. He earned his degree in Mechanical Engineering from Purdue University, and is a licensed Professional Engineer in the State of Indiana, since 2016. Aaron is also a certified Project Management Professional (PMP®), since 2013. He is a regular presenter at AWWA conferences, since 2012. Aaron is responsible for the Engineering Division of M.E. Simpson

Co., Inc., overseeing many of the more complex programs associated with hydraulic studies and Master Metering services.

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

**Professional Certifications:**

- ◆ Licensed Professional Engineer, Indiana
- ◆ Certified Project Management Professional (PMP)
  - Member of Project Management's Institute Calumet Chapter
- ◆ 10 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Extensive traffic control training
- ◆ Extensive confined space training

**QA/QC: [John H. Van Arsdel](#)**

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. Additional classes include water operator's classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems, along with classes on the operation and maintenance of water meters, and system hydraulics related to the Polcon® Flow Testing equipment.

John has over 36 years of experience directing projects for water utilities including water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. He has presented numerous classes for continuing education credits for water operators for over 24 years to several local and state water works organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee. John is a Certified Water Audit Level 1 Validator for California and Indiana.

**Professional Certifications:**

- ◆ 30 Hour OSHA Certified for General Industry
- ◆ American Red Cross First Aid and CPR with AED Certified
- ◆ American Traffic Safety Services Association Flagging Certified
- ◆ Certified Water Audit Validator

# TERRENCE WILLIAMS

## OPERATIONS MANAGER

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### BACKGROUND

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Terrence Williams has been with M.E. Simpson Company since September 2014. Terrence previously worked in retail management. Terrence is a graduate of Purdue University with a Bachelor of Science in Accounting. Terrence also completed his MBA at Keller Graduate School of Management.

Terrence is currently involved in the preparation of client reports, data quality control, and drafting new paperless database programs. He also has experience in valve location, exercising and mapping, and the use of the state-of-the-art leak detection equipment. Terrence also has experience in fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

### ROLE

Project Personnel and Management Oversight  
Project Manager and Implementation

### WORK HISTORY

M.E. Simpson Company, Inc.  
Area Service Manager  
Project Manager  
Project Leader  
2014 - Present

### PROFESSIONAL CERTIFICATIONS

30 Hour OSHA Certified for General Industry

American Red Cross First Aid and CPR AED Certified

American Traffic Safety Services Association Flagging Certified

Extensive Traffic Control Training

Extensive Confined Space Training

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# ADAM ZAGORAC

## ASSISTANT OPERATIONS MANAGER

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### BACKGROUND

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Adam Zagorac has been with M.E. Simson Co., Inc. since December 2007. Adam is the Assistant Operations Manager and serves as a Project Manager on leak surveys, valve assessment, and hydrant flow-testing projects. Adam has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Adam has traveled all over the country completing projects in various states including Tennessee, North Carolina, New Jersey, Mississippi, and Oklahoma.

Adam has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

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### NOTABLE PROJECTS

- Village of Oak Park, IL (2019 – 2024)
- Village of Mokena, IL (2019 – 2024)
- City of Batavia, IL (2020 – 2024)
- Village of Elk Grove, IL (2020 – 2023)
- City of Rockford, IL (2019 – 2023)
- Village of Orland Park, IL (2019 – 2023)
- Village of New Lenox, IL (2019 – 2022)

### ROLE

Project Personnel and Management Oversight

### WORK HISTORY

M.E. Simpson Company, Inc.  
Assistant Operations Manager  
Senior Project Leader  
2007 - Present

### PROFESSIONAL CERTIFICATIONS

10 Hour OSHA Certified for General Industry

American Red Cross First Aid and CPR AED Certified

American Traffic Safety Services Association Flagging Certified

Extensive Traffic Control Training

Extensive Confined Space Training

# SANDISON PETRETTA

## SENIOR PROJECT LEADER

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### BACKGROUND

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

### ROLE

Project Manager and Implementation

### WORK HISTORY

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

### PROFESSIONAL CERTIFICATIONS

10 Hour Osha Certified for  
General Industry

American Red Cross First Aid and CPR  
AED Certified

American Traffic Safety Services  
Association Flagging Certified

Extensive Traffic Control Training

Extensive Confined Space Training

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# DANIEL GUNKEL

## PROJECT LEADER

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### BACKGROUND

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Daniel Gunkel has been with M.E. Simpson Company since June 2019. Daniel has attended numerous classes and lectures related to valve maintenance and exercising, fire hydrant maintenance and main capacity testing, and leak detection.

Daniel has experience in the following: valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment.

### ROLE

Project Implementation

### WORK HISTORY

M.E. Simpson Company, Inc.  
Project Leader  
2019 - Present

### PROFESSIONAL CERTIFICATIONS

10 Hour OSHA Certified for  
General Industry

American Red Cross First Aid and CPR  
AED Certified

American Traffic Safety Services  
Association Flagging Certified

Extensive Traffic Control Training

Extensive Confined Space Training

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# AARON M. HORBOVETZ, P.E.

## PMP

### PROJECT ENGINEER

#### BACKGROUND

Aaron Horbovetz has been with M.E. Simpson Co., Inc. since 1999. In 2004-2005 he was on hiatus to pursue his engineering degree. He returned to M.E. Simpson Co., Inc. in 2006. He earned his degree in Mechanical Engineering from Purdue University, and is a licensed Professional Engineer in the State of Indiana, since 2016. Aaron is also a certified Project Management Professional (PMP®), since 2013. He is a regular presenter at AWWA conferences, since 2012, both at section meetings and at the ACE conferences, and participates in multiple AWWA committees at both the local and national levels.

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

Mr. Horbovetz is responsible for the Engineering Division of M.E. Simpson Co., Inc. overseeing many of the more complex programs associated with hydraulic studies and Master Metering services.

#### NOTABLE PROJECTS

- City of Detroit, MI (2022 – Present)
- City of Atlanta, GA (2014 – Present)
- City of Green Bay, WI (2018 – Present)
- City of Des Plaines, IL (2016 – Present)
- City of Hammond, IN (2015 – Present)
- City of Baltimore, MD (2016 – 2023)
- City of Chicago, IL (2012 – 2019)
- City of Rockford, IL (2017 – 2023)

#### ROLE

Project Management and Development

#### WORK HISTORY

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

#### PROFESSIONAL CERTIFICATIONS

Licensed Professional Engineer, Indiana

Certified Project Management Professional (PMP)

- Member of Project Management's Institute Calumet Chapter

Certified Water Audit Validator (Indiana)

30 Hour OSHA Certified for General Industry

American Red Cross First Aid and CPR AED Certified

American Traffic Safety Services Association Flagging Certified

Extensive Traffic Control Training

Extensive Confined Space Training

#### PROFESSIONAL ASSOCIATIONS

- American Water Works Association (AWWA) Chair M22 Committee on Service and Meter Sizing
- M33 Committee on Flow Meters
- M36 Committee of Water Audits and Loss Prevention
- Water for People Committee Chair, Illinois Section AWWA
- Indiana, Illinois Sections AWWA
- Project Management Professional Institute, Calumet Chapter

# JOHN H. VAN ARSDEL

## VICE PRESIDENT

### BACKGROUND

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

John has over 36 years of experience directing projects for water utilities including water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. He has presented numerous classes for continuing education credits for water operators for over 24 years to several local and state water works organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He has presented water loss papers at the AWWA ACE in 2007, 2008, 2009, 2012, 2015, 2016, 2018, and the former DSS (now the WIC), 2010, 2011, 2012, 2014, the NAWL 2015, 2017, and 2019. In 2003, he conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities and conducted several VA and ERP projects. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee. For the Illinois Section in 2014-2015 he set up the Train the Trainer classes for Water Auditing and trained several sets of trainers and was the lead trainer for the Indiana Section AWWA Water Auditing and Validation training for 2019-20 that is being handled by the Indiana Finance Authority. John is a Certified Water Audit Level 1 Validator for California and Indiana.

### ROLE

Project Management and Development

### WORK HISTORY

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

### PROFESSIONAL ASSOCIATIONS

- American Water Works Association (AWWA)
- 2010 - 2014, Chair, Water Loss Control Committee
- Apparent Water Loss Sub Committee, M 36 Manual Sub Committee 3rd and 4th additions, Water Audit Software Sub Committee (ver. 4.2 & ver. 5), Outreach Sub Committee. Illinois Section AWWA Board of Directors AZ Water
- Illinois Section AWWA Board of Directors
  - 2020 - 23 AWWA Director
  - 2014 - 2015 Past Chair
  - 2013 - 2014 Chair
  - 2012 - 2013 Chair Elect
  - 2011 - 2012 Vice Chair
  - 2009 - 2011 Sec./Treasurer
  - 2006 - 2009 Membership Chair Education Committee
  - Water for People Committee
  - Water Efficiency Committee
- Multi Section AWWA, Indiana, Michigan, Wisconsin, North Carolina, South Carolina, Georgia, Chesapeake, Virginia, Florida, Pennsylvania
- Water Environment Federation

### PROFESSIONAL CERTIFICATIONS

30 Hour OSHA Certified for General Industry

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## NOTABLE PROJECTS

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- Indiana Finance Authority, Teamed with IN Sec, AWWA for Water Audit and Level 1 Validation Certification Classes (2019-20).
- Golden State Water Company, CA, Team Lead for Comprehensive Water Loss Control Plan and Water Audit Validations (2018-20).
- Asheville Water Authority, Asheville, NC, Water Audit (2003-2004), teamed with Brown & Caldwell Engineers.
- Miami-Dade Water and Sewer Division (WASD) Water Loss Reduction Plan, Miami, FL (2006-2008), teamed with Malcom Pirnie, Inc.
- Pittsburgh Water and Sewer Authority (PWSA) Water Audit, Pittsburgh, PA (2006-2008), teamed with HDR, Inc.
- City of Lake Forest, IL Water Audit (2010), lead role.
- City of Baltimore, MD. Water Audit and Leak Detection, (2010-2012), teamed with KCI Engineers.
- Valparaiso City Utilities, Valparaiso, IN, Water Audit (2010-2011), lead role.
- Michigan City Water Works, Michigan City, IN Water Audit, (2012), lead role.
- Tom Bean, TX, Water Audit, (2012) lead role.
- Joint Base Charleston Naval Weapons Station, Goose Creek SC, Water Audit (2012), lead role, teamed with Atriax Group.
- JEA, Jacksonville, FL. Water Loss Program Technical Assistance, (2013) teamed with Arcadis, Inc.

American Red Cross First Aid and CPR AED Certified

American Traffic Safety Services Association Flagging Certified

Certified Water Audit Validator (Indiana)

## PROFESSIONAL AWARDS & HONORS

- 2006, 2008 National AWWA Zenno Gorder Membership Award for Recruitment
- 2006, 2008 Diamond Pin for National AWWA Membership
- 2008 AWWA Ambassador Award for AWWA Membership
- 2010 - 2011 Water Professional of the Year, Illinois Section AWWA
- 2015 Illinois Section AWWA Clifford Fore Award for Public Service
- 2015 AWWA George Warren Fuller Award

## TECHNICAL APPROACH & IMPLEMENTATION

### Fire Hydrant Maintenance and Flow Testing Services Program

The Field Scope of Service for the Fire Hydrant Maintenance Program is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to perform maintenance and flow testing on fire hydrants in the water distribution system. M.E. Simpson Co., Inc. shall be required to provide such skilled and trained personnel and equipment necessary to complete the work herein specified. **There will be a minimum of Two Persons per team always performing the hydrant maintenance and flow testing.**

- ◆ Work in an orderly and safe manner to protect the residents, Utility employees, and the Field Staff, preventing avoidable accidents.
- ◆ All Field Staff will have readily observable identification badges worn while in the field. All vehicles used in the field will have company signs attached.
- ◆ The procedure for hydrant flow testing, also known as “fire flow testing” or “main capacity testing,” will be the same as described in Chapter 6 of the Fifth Edition of the AWWA M17 manual on Fire Hydrants. **This procedure meets or surpasses all ISO requirements.**
- ◆ The Project Team will use large flushing signs in designated areas to notify the public in the areas to be flushed and inspected.
- ◆ As required, fire hose and deflection tubes will be utilized, to directly flush water away from traffic, pedestrians, underground utility vaults, and private property.
- ◆ Calibrated pressure gauges will determine the static and residual pressure during the flow-testing process while ensuring that the distribution system pressure remains above 20 psi. Any incidents of the distribution system being unable to supply a residual of 20 psi in the surrounding area will be brought to the immediate attention of the Utility Superintendent.
- ◆ All pressure gauges used in the field will undergo **daily testing** against a “standard” gauge to ensure the field gauges are accurate during the flow-testing project. Any gauges found to be not within acceptable limits will be replaced. This will ensure the observed static and residual pressures are accurate and reliable.
- ◆ After each Fire Hydrant has been flushed, the Project team will verify that the hydrant is seated and is draining correctly. The Team will use an FCS S30 or Gutermann Aqua Scope listening device to ensure the hydrant is not leaking. Most fire hydrant leaks go unnoticed because they are small leaks draining out through the drain holes at the base of the hydrant. Using these devices will help eliminate this type of leakage.

### General Hydrant Inspection

- ◆ **Appearance:** Evaluate the paint’s color and condition according to the Utility’s color scheme. Document and displaced hydrants due to ground-shifting or collisions and promptly notify the Utility. Recommend bollard installation if necessary for collision prevention. Document hydrants located near roadways and vehicle traffic for potential relocation by the Utility.

M.E. Simpson Co., Inc. | **Village of Downers Grove: Fire Hydrant Maintenance and Flow Testing Services – Technical Approach & Implementation**

- ◆ **Accessibility:** Provide recommendations for adjusting hydrant height when improper ground clearance affects functionality. Document hydrants with incorrectly oriented pumper ports and nozzles for corrective rotation.
- ◆ **Location:** When the GPS option is chosen, establish precise GPS-based coordinates using permanent local features.
- ◆ **Leakage:** Employ electronic listening devices to detect any hydrant leaks.
- ◆ **Functionality:** Examine pumper/nozzle threads and caps for damage and proper function. Lubricate as required for ease of operation. For dry-barrel hydrants, verify proper drainage. Assess the operating nut for signs of excessive wear or rounding. Document hydrants that are difficult to operate and those showing evidence of unauthorized use for potential installation of security devices.

The above is a general description of the information gathered during an inspection to determine the hydrant condition and would be used to schedule any necessary repairs. Detailed procedures for inspecting fire hydrants are given below (based on AWWA M17 – Installation, Field Testing, and Maintenance of Fire Hydrants). Our technicians will use the following methodology when performing hydrant maintenance.

### **Dry-Barrel Hydrant Inspection & Maintenance Procedures**

- ◆ **Static Pressure Inspection:** Examine and record the static pressure.
- ◆ **Appearance and Paint Condition:** Assess the hydrant's appearance and the condition of its paint
- ◆ **Hydrant Adjustment Documentation:** Document hydrants requiring elevation or lowering and accessibility issues.
- ◆ **Main Valve Leakage Check:** Remove one nozzle/pumper cap and, using a listening device, inspect for main valve leakage. Schedule repairs as necessary.
- ◆ **Nozzle/Pumper Cap Replacement:** Replace the nozzle/pumper cap, ensuring it is loosely attached to allow air to escape. Open the hydrant slightly to vent air, then tighten cap.
- ◆ **Hydrant Operation and Maintenance:** Fully open the hydrant to check for ease of operation. If necessary, repeatedly exercise the operating stem to remove buildup and improve operation. Schedule lubrication or stem replacement as required.
- ◆ **Leakage Inspection:** With the hydrant fully pressurized, examine for leakage around flanges, nozzles/pumpers, seals, and operating nut. Schedule repairs as needed.
- ◆ **Drain Outlet Check:** Partially close the hydrant to open the drain outlets, maintaining static pressure against the weep holes with caps in place.
- ◆ **Pressure Relief:** Completely close the hydrant, then turn the operating nut  $\frac{1}{4}$  turn to  $\frac{1}{2}$  closed to release pressure on the thrust bearing or packing.
- ◆ **Hydrant Flushing:** Remove a nozzle/pumper cap and attach a diffuser. Flush the hydrant to remove foreign material.
- ◆ **Suction Test:** Close the hydrant and remove the diffuser. Check for suction as water drains from the barrel, or pump water out for no-drain hydrants.
- ◆ **Main Valve Leakage Check (Again):** Inspect for main valve leakage using an amplified listening device.
- ◆ **Thread Inspection and Lubrication:** Remove all nozzle/pumper caps and inspect the threads. Clean and apply approved lubricant to caps and nozzles/pumpers.
- ◆ **Cap Chain Examination:** Examine cap chains for binding and ensure ease of movement. Address binding or replace chains as necessary.
- ◆ **Cap Tightening:** Replace the caps and securely tighten them to Utility specifications.
- ◆ **Operating Nut Lubrication:** Check operating nut lubrication and perform maintenance as needed.
- ◆ **Breakaway Device Inspection:** Inspect breakaway device for damage.

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- ◆ **Inoperable Hydrant Reporting:** Immediately notify the Utility of inoperable hydrants requiring major repair.
- ◆ **Lubrication Per Manufacturer’s Procedures:** Perform lubrication based on the manufacturer’s procedures and recommendations for fully assembled hydrants.
- ◆ **GPS Location and ISO Credit:** Utilize the GPS location provided by the Utility, attaching matching flow data to the asset. This will result in full ISO credit for “marking” the hydrant using the NFPA color coding system

### NFPA Color Coding Standards

Municipal, Private, and Non-Potable fire-hydrants should not be painted the same color (the body of the hydrant) according to the NFPA. Each of the three types should follow the color code listed below. The bonnet and nozzle/pumper caps are also to be color-coded according to the hydrants’ flow rate at 20 psi (see below).

The NFPA has published standards regarding the color coding of fire hydrants (NFPA 291). The scheme is as follows:



<u>Supply</u>	<u>Body Color</u>
Municipal System:	Chrome Yellow
Private System:	Red
Non-Potable System:	Violet (Light Purple)

Hydrant ratings at 20 psi.

<b>Class C</b>	Less than 500 GPM	<b>Red</b>
<b>Class B</b>	500-999 GPM	<b>Orange</b>
<b>Class A</b>	1000-1499 GPM	<b>Green</b>
<b>Class AA</b>	1500 GPM & above	<b>Light Blue</b>

### Fire Hydrant Operation

M.E. Simpson Co., Inc. takes great care when operating the customer’s fire hydrants in their water distribution system. Even with our years of proven experience in water system operations problems occasionally occur. Any valves or fire hydrants that break or fail during the maintenance program will be repaired or replaced at the expense of the water Utility. M.E. Simpson Co., Inc. cannot be held responsible for possible valve or hydrant failures during their operation nor damage done to the water system during the fire hydrant maintenance program, such as water leaks, discolored water and turbidity that can possibly occur during the maintenance process. M.E. Simpson Co., Inc. also cannot be held responsible for possible damage to the water utilities’ individual water customer.

### Fire Hydrant Operating Documentation

All of the pertinent information for each flow-tested fire hydrant will be documented in the Utility’s GIS system supplied by the Utility. This data is critical to establishing an ongoing flow-testing and maintenance program. GIS data is collected with built-in quality control in that our software does not allow our technicians to complete a step without first verifying that all necessary data has been effectively collected. Administrative staff then proofs the field data to ensure only the most accurate data is delivered at every step.

All the fire hydrants will be recorded via electronic tablet/computer using and assigned numbers, using your existing numbering system or by creating a numbering system for you, prior to the development of the fire hydrant flow-testing program. This data is critical to establishing an effective and efficient fire hydrant flow-testing program.

The following is a list of the information gathered:

## M.E. Simpson Co., Inc. | Village of Downers Grove: Fire Hydrant Maintenance and Flow Testing Services – Technical Approach & Implementation

- ◆ Fire Hydrant nozzle size used for each test will be recorded
- ◆ Residual Pressure will be recorded for each Fire Hydrant tested
- ◆ Static Pressure will be recorded for each Fire Hydrant
- ◆ Flow, GPM (Gallons Per Minute), will be recorded for each Fire Hydrant flowed
- ◆ The amount of time it takes to flush each Fire Hydrant will be recorded. An estimate will be made of the amount of water used during the operation of each Fire Hydrant test
- ◆ Fire Hydrants that are in need of repair, painting, color coding, or have operation defects will be noted with an estimate of repairs needed to make the hydrant operational
- ◆ The date tested and technicians operating the Fire Hydrant will be recorded
- ◆ The Fire Hydrant address or location will be recorded
- ◆ “X,Y” measurement for each hydrant will be taken
- ◆ The GPS location data provided by the Utility

## ISO Requirements

Hydrant maintenance and upkeep is one of many steps leading to ISO certification. ISO certification, with respect to hydrants, requires that a Utility perform hydrant maintenance every twelve months, including:

- ◆ Location and number identification
- ◆ Identification of physical damage or defect
- ◆ Removing obstructions and debris on or around the hydrant
- ◆ Ensure hydrant outlets face the proper direction
- ◆ Make sure there is a minimum 15” clearance between lowest outlet and the ground and ensure traffic feature, if present, is visible and above grade to ensure that it works as intended
- ◆ Ensure the auxiliary valve is visible
- ◆ Determine the condition of paint and correct color code
- ◆ All outlets have been cleaned and lubricated
- ◆ Determine the status: Public, Private, or Non-Potable hydrant
- ◆ Obtain static pressure reading
- ◆ Operating stem has been exercised and lubricated per manufacturer’s recommendations and procedures
- ◆ An amplified listening device is used to check for leaks

**M.E. Simpson Co., Inc.’s approach to hydrant maintenance comes directly from the AWWA M17 manual and meets or surpasses all ISO requirements.**

## Equipment to be Used

The following equipment will be used for fire hydrant operation and maintenance work during the fire hydrant maintenance for the Utility. All materials listed will be on the job site at all times.

- ◆ 2.5” Port diffusers, 4” or 4.5” Pumper diffusers with flow gauges
- ◆ Certified and field-tested flow gauges
- ◆ Food grade grease for lubricating the pumper and nozzle ports
- ◆ FCS S30 or Gutermann AquaScope listening device to ensure the hydrant isn’t leaking
- ◆ Grease or oil to lubricate the hydrants operating nut and stem
- ◆ All necessary hand tools

M.E. Simpson Co., Inc. | **Village of Downers Grove: Fire Hydrant Maintenance and Flow Testing Services – Technical Approach & Implementation**

- ◆ Truck mounted Arrow Board/Signage, and warning lights on trucks
- ◆ Traffic control equipment, including properly sized traffic cones with reflective stripes, when needed or required
- ◆ A “Schonstedt”/ “Chicago Tape” magnetic locator
- ◆ A “Radio Detection RD7000” series line locator

### **Assumptions & Services Provided by the Utility**

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

### **Utility Observations**

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the maintenance program is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for fire hydrant maintenance. This may be useful for the staff of the Utility in understanding the parameters of hydrant maintenance.

## PROJECT SAFETY PLAN

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

Our Safety Plan/Policy/Program, with all its parts, is 140 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at (800) 255-1521 and a copy of our program will be sent via email to you.

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



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

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

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

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

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

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

## C O S T P R O P O S A L

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

M.E. Simpson Co., Inc. is pleased to present our proposal for a Fire Hydrant Maintenance and Flow Testing Services program for the Village of Downers Grove. M.E. Simpson Co., Inc. will perform our Fire Hydrant Maintenance and Flow Testing Services services on fire hydrants within the Village of Downers Grove water distribution system. The assessing and flow testing services will be performed by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

---

### Fire Hydrant Maintenance and Flow Testing Fees:

#### 2026

Fire Hydrant Maintenance at <b>\$49.00</b> each (Approx. 2,304)	<b>\$112,896.00</b>
Fire Hydrant Maintenance and Flow Testing at <b>\$63.00</b> each (Approx. 576)	<b>\$36,288.00</b>

#### 2027

Fire Hydrant Maintenance at <b>\$49.00</b> each (Approx. 2,312)	<b>\$113,288.00</b>
Fire Hydrant Maintenance and Flow Testing at <b>\$63.00</b> each (Approx. 578)	<b>\$36,414.00</b>

#### 2028

Fire Hydrant Maintenance at <b>\$52.00</b> each (Approx. 2,320)	<b>\$120,640.00</b>
Fire Hydrant Maintenance and Flow Testing at <b>\$65.00</b> each (Approx. 580)	<b>\$37,700.00</b>

#### 2029

Fire Hydrant Maintenance at <b>\$52.00</b> each (Approx. 2,328)	<b>\$121,056.00</b>
Fire Hydrant Maintenance and Flow Testing at <b>\$65.00</b> each (Approx. 582)	<b>\$37,830.00</b>

#### 2030

Fire Hydrant Maintenance at <b>\$55.00</b> each (Approx. 2,336)	<b>\$128,480.00</b>
Fire Hydrant Maintenance and Flow Testing at <b>\$68.00</b> each (Approx. 584)	<b>\$39,712.00</b>

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

---

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



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED BY CONTRACT**

This endorsement modifies insurance provided under the following:

**BUSINESS AUTO COVERAGE FORM  
GARAGE COVERAGE FORM**

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 12-23-2024	Policy Number: EBA 041 76 37
Named Insured:  ME SIMPSON CO INC	
Countersigned by:	

(Authorized Representative)

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

**SECTION II - LIABILITY COVERAGE, A. Coverage, I. Who is an Insured** is amended to include as an insured any person or organization for whom you have agreed in a valid written contract to provide insurance as afforded by this policy.

This provision is limited to the scope of the valid written contract.

This provision does not apply unless the valid written contract has been executed prior to the "bodily injury" or "property damage".

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **PRIMARY AND NONCONTRIBUTORY INSURANCE**

This endorsement modifies insurance provided under the following:

### **BUSINESS AUTO COVERAGE FORM**

This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

Endorsement Effective: 12-23-2024	Policy Number: EBA 041 76 37
Named Insured: ME SIMPSON CO INC	
Countersigned by:	

(Authorized Representative)

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

#### **1. Noncontributory Insurance**

**SECTION IV - BUSINESS AUTO CONDITIONS, B. General Conditions, 5. Other Insurance** is replaced by the following:

- c. Regardless of the provisions of Paragraph a. above, this Coverage Form's Liability Coverage is primary and we will not seek contribution from any other insurance for any liability assumed under an "insured contract" that requires liability to be assumed on a primary noncontributory basis.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## CONTRACTORS ADDITIONAL INSURED - AUTOMATIC STATUS AND AUTOMATIC WAIVER OF SUBROGATION WHEN REQUIRED IN WRITTEN CONTRACT, AGREEMENT, PERMIT OR AUTHORIZATION

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

#### A. Additional Insured - Owners, Lessees Or Contractors - Automatic Status For Other Parties When Required In Written Contract Or Agreement With You

1. **Section II - Who Is An Insured** is amended to include as an additional insured any person or organization you have agreed in writing in a contract or agreement to add as an additional insured on this Coverage Part. Such person(s) or organization(s) is an additional insured only with respect to liability for:

a. "Bodily injury", "property damage" or "personal and advertising injury" *caused, in whole or in part, by* the performance of your ongoing operations by you or on your behalf, under that written contract or written agreement. Ongoing operations does not apply to "bodily injury" or "property damage" occurring after:

(1) All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or

(2) That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project; and

b. "Bodily injury" or "property damage" *caused, in whole or in part, by* "your work" performed under that written contract or written agreement and in

cluded in the "products-completed operations hazard", but only if:

(1) The Coverage Part to which this endorsement is attached provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard"; and

(2) The written contract or written agreement requires you to provide additional insured coverage included within the "products-completed operations hazard" for that person or organization.

If the written contract or written agreement requires you to provide additional insured coverage included within the "products-completed operations hazard" for a specified length of time for that person or organization, the "bodily injury" or "property damage" must occur prior to the expiration of that period of time in order for this insurance to apply.

If the written contract or written agreement requires you to provide additional insured coverage for a person or organization per only ISO additional insured endorsement form number **CG 20 10**, without specifying an edition date, and without specifically requiring additional insured coverage included within the "products-completed operations hazard", this Paragraph **b.** does not apply to that person or organization.

2. If the written contract or written agreement described in Paragraph 1. above specifically requires you to provide additional insured coverage to that person or organization:

a. *Arising out of* your ongoing operations or *arising out of* "your work"; or

- b. By way of an edition of an ISO additional insured endorsement that includes *arising out of* your ongoing operations or *arising out of* "your work";

then the phrase *caused, in whole or in part, by* in Paragraph **A.1.a.** and/or Paragraph **A.1.b.** above, whichever applies, is replaced by the phrase *arising out of*.

3. With respect to the insurance afforded to the additional insureds described in Paragraph **A.1.**, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

- a. The preparing, approving or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- b. Supervisory, inspection, architectural or engineering activities.

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage", or the offense which caused the "personal and advertising injury", involved the rendering of, or the failure to render, any professional architectural, engineering or surveying services.

4. This Paragraph **A.** does not apply to additional insureds described in Paragraph **B.**

**B. Additional Insured - State Or Governmental Agency Or Subdivision Or Political Subdivision - Automatic Status When Required In Written Permits Or Authorizations**

1. **Section II - Who Is An Insured** is amended to include as an additional insured any state or governmental agency or subdivision or political subdivision you have agreed in writing in a contract, agreement, permit or authorization to add as an additional insured on this Coverage Part. Such state or governmental agency or subdivision or political subdivision is an additional insured only with respect to operations performed by you or on your behalf for which the state or governmental agency or subdivision or political subdivision issued, in writing, a contract, agreement, permit or authorization.

2. With respect to the insurance afforded to the additional insureds described in Paragraph **B.1.**, the following additional exclusions apply:

This insurance does not apply to:

- a. "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the federal government, state or municipality; or
- b. "Bodily injury" or "property damage" included within the "products-completed operations hazard."

- C. The insurance afforded to additional insureds described in Paragraphs **A.** and **B.:**

1. Only applies to the extent permitted by law; and
2. Will not be broader than that which you are required by the written contract, written agreement, written permit or written authorization to provide for such additional insured; and
3. Does not apply to any person, organization, state, governmental agency or subdivision or political subdivision specifically named as an additional insured for the same project in the schedule of an endorsement added to this Coverage Part.

- D. With respect to the insurance afforded to the additional insureds described in Paragraphs **A.** and **B.**, the following is added to **Section III - Limits Of Insurance:**

The most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the written contract, written agreement, written permit or written authorization described in Paragraphs **A.** and **B.**; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

- E. **Section IV - Commercial General Liability Conditions** is amended to add the following:

**Automatic Additional Insured Provision**

This insurance applies only if the "bodily injury" or "property damage" occurs, or the "personal and advertising injury" offense is committed:

1. During the policy period; and

2. Subsequent to your execution of the written contract or written agreement, or the issuance of a written permit or written authorization, described in Paragraphs **A.** and **B.**

- F.** Except when **G.** below applies, the following is added to **Section IV - Commercial General Liability Conditions, 5. Other Insurance**, and supersedes any provision to the contrary:

**When Other Additional Insured Coverage Applies On An Excess Basis**

This insurance is primary to other insurance available to the additional insured described in Paragraphs **A.** and **B.** except:

1. As otherwise provided in **Section IV - Commercial General Liability Conditions, 5. Other Insurance, b. Excess Insurance**; or
2. For any other valid and collectible insurance available to the additional insured as an additional insured by attachment of an endorsement to another insurance policy that is written on an excess basis. In such case, this insurance is also excess.

- G.** The following is added to **Section IV - Commercial General Liability Conditions, 5. Other Insurance**, and supersedes any provision to the contrary:

**Primary Insurance When Required By Written Contract, Agreement, Permit Or Authorization**

Except when wrap-up insurance applies to the claim or "suit" on behalf of the additional insured, this insurance is primary to any other insurance available to the additional insured described in Paragraphs **A.** and **B.** provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract, agreement, permit or authorization described in Paragraph **A.** or **B.** that this insurance would be primary to any other insurance available to the additional insured.

As used in this endorsement, wrap-up insurance means any insurance provided by a consolidated (wrap-up) insurance program.

**Primary And Noncontributory Insurance When Required By Written Contract, Agreement, Permit Or Authorization**

Except when wrap-up insurance applies to the claim or "suit" on behalf of the additional insured, this insurance is primary to and will not seek contribution from any other insurance available to the additional insured described in Paragraphs **A.** and **B.** provided that:

1. The additional insured is a Named Insured under such other insurance; and
2. You have agreed in writing in a contract, agreement, permit or authorization described in Paragraph **A.** or **B.** that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured.

As used in this endorsement, wrap-up insurance means any insurance provided by a consolidated (wrap-up) insurance program.

- H. Section IV - Commercial General Liability Conditions, 9. Transfer Of Rights Of Recovery Against Others To Us** is amended by the addition of the following:

We waive any right of recovery we may have against any additional insured under this endorsement against whom you have agreed to waive such right of recovery in a written contract, written agreement, written permit or written authorization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a written contract, written agreement, written permit or written authorization. However, our rights may only be waived prior to the "occurrence" giving rise to the injury or damage for which we make payment under this Coverage Part. The insured must do nothing after a loss to impair our rights. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce those rights.

**WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY****WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS  
ENDORSEMENT**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

**Blanket Waiver of Subrogation**

If you are required by a written contract or agreement, which is executed before a loss, to waive your rights of recovery from others, we agree to waive our rights of recovery.

This waiver of rights applies to any person or organization for whom the Named Insured has agreed by written contract to furnish this waiver, but shall not be construed to be a waiver with respect to any other operations in which the Insured has no contractual interest.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 12-23-2024 Policy No. EWC 041 76 38-08 Endorsement No.

Insured ME SIMPSON CO INC

Insurance Company THE CINCINNATI INDEMNITY COMPANY

Premium \$ INC.

Countersigned by



WC 00 03 13

© 1983 National Council on Compensation Insurance.

## V. PROPOSAL/CONTRACT FORM

**\*\*\*THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

**Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award**

**PROPOSER:**

M.E. Simpson Co., Inc.

Company Name

Date: 12/3/2025

3406 Enterprise Ave.

St Address of Company

randyl@mesimpson.com

Email Address

Valparaiso, IN 46383

City, State, Zip

Randy Lusk

Contact Name (Print)

800-255-1521

Business Phone

800-255-1521

13-Hour Telephone

888-531-2444

Fax

*Cara Lance-Emerick*

Signature of Officer, Partner or  
Sole Proprietor

Cara Lance-Emerick

Print Name & Title

ATTEST: If a Corporation

*Pamela S. Hood*

Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

\_\_\_\_\_  
Authorized Signature

ATTEST:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Village Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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



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

**ADDRESS:** 3406 Enterprise Ave.

**CITY:** Valparaiso

**STATE:** Indiana

**ZIP:** 46383

**PHONE:** 800-255-1521      **FAX:** 888-531-2444

**TAX ID #(TIN):** 35-1474720  
 (If you are supplying a social security number, please give your full name.)

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

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_

**STATE:** \_\_\_\_\_      **ZIP:** \_\_\_\_\_

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

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

**SIGNATURE:** Caroline Evers

**DATE:** 12/1/2025

Village of Downers Grove

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

Fire Hydrant Maintenance  
With regard to and Flow Testing, Proposer M.E. Simpson Co., Inc. hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

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

BY: *Carlyne-Evick*  
Proposer's Authorized Agent

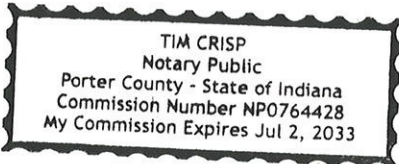
3 5 - 1 4 7 4 7 2 0

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

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

Subscribed and sworn to before me  
this 2nd day of December, 2025.

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

President: Dan Hood

Secretary: Pam Hood

Treasurer: Michael Simpson

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

(b) **Limited Liability Company (LLC)**

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

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

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

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

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

(c) **Partnership**

Signatures and Addresses of All Members of Partnership:

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

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

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

**(d) Sole Proprietor**

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

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

Insurer's Name Cincinnati Insurance Company

Agent Stacy Rutkowski

Street Address 421 Franklin St.

City, State, Zip Code Valparaiso, IN 46383

Telephone Number 219-510-6209

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

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

Print Name and Title of Authorizing Signature: Cara Lance-Emerick, CFO

Signature: 

Date: 12/2/2025

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

Address: 3406 Enterprise Ave.

City: Valparaiso Zip Code: 46383

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

E-mail Address: randyl@mesimpson.com

Authorized Company Signature: *Cara Lance-Emerick*

Print Signature Name: Cara Lance-Emerick Title of Official: CFO

Date: 12/2/2025

Village of Downers Grove

**CAMPAIGN DISCLOSURE CERTIFICATE**

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

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

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

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

Under penalty of perjury, I declare:

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

Cara Lance-Emerick  
Signature

Cara Lance-Emerick, CFO  
Print Name

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

Print the following information:

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

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

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

\_\_\_\_\_  
Signature

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

# VILLAGE OF DOWNERS GROVE

## ADDENDUM NO. 1

FOR

**Fire Hydrant Maintenance & Flow Testing**

**RFP-33-0-2025/JH**

**November 18, 2025**

The following amendments shall be made to the aforementioned Request for Proposals:

1. Cost Proposal, as set forth on page 22 of the RFP shall be replaced by the following:

Cost Proposal

In conjunction with the proposal, firms shall also submit one (1) original and two (2) copies of the cost proposal (all costs). Proposals shall include an all-inclusive cost per hydrant to complete the scope of services for all five years. While the level of effort may vary from hydrant to hydrant, the proposed average cost per hydrant should be based on the firm's past experience and expertise in this type of work.

2. The contractor and any person performing work on their behalf is not required to be licensed in accordance with the Illinois Plumbing License Law, 225 ILCS 320/1, et seq. Accordingly, the second paragraph under "INTRODUCTION" on page 17 shall be replaced by the following:

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

The Acknowledgement of Receipt of Addendum for this addendum MUST be included in with all RFP responses. RFP responses not including signed Acknowledgement Sheets may be REJECTED

**End of Addendum No. 1  
November 18, 2025**

**VILLAGE OF DOWNERS GROVE  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

**PROPOSAL/BID: Fire Hydrant Maintenance & Flow Testing**

**PROPOSAL/BID NUMBER: RFP-33-0-2025/JH**

**PROPOSAL/BID OPENING: December 3, 2025 10:00 AM**

**ADDENDUM NO.: 1**

**PROPOSER/BIDDER:**           M.E. Simpson Co., Inc.          

**ADDRESS:**           3406 Enterprise Ave., Valparaiso, IN 46383          

**RECEIVED BY:**           Randy Lusk            
**(NAME)**



**(SIGNATURE)**

**DATE:**           11/18/2025

**VILLAGE OF DOWNERS GROVE**  
**DEPARTMENT OF PUBLIC WORKS**

**ADDENDUM NO. 2**

**FOR**

**Fire Hydrant Maintenance & Flow Testing**  
**BID # RFP-33-0-2025/JH**

**November 24, 2025**

QUESTION AND ANSWERS:

1. Are these multi hydrant flow tests or single hydrant flow tests?

Answer: *Multi Tested*

2. Are these specific line items we should use to price this? Can separate line items be used for hydrants that are supposed to be flushed vs not flushed.

Answer: *Please see page 22 , "Cost Proposal". Proposals may note how the proposer intends to charge for hydrant maintenance.*

3. Is the hydrant lead in scope to be assessed/operated?

Answer: *No*

4. Does the water flushed from the hydrant need to be dechlorinated?

Answer: *No*

5. Is this a 3-year or a 5-year contract? Different sections say both.

Answer: *5 years. By way of this addendum, the reference to "3 years" in Section 18.9 on p. 11 and "three years" in "Cost Proposal" on p. 22 are hereby amended to provide "5 years" and "five years", respectively.*

6. How do price increases work for each year?

*Answer: Proposals should reflect proposer pricing for 5-year term of the agreement.*

7. Can you explain the scope difference between hydrants getting flow tested (20%) and the 80% not being flow tested.

*Answer: Please see starting page 18 of the spec Maintenance Procedures. The Village will supply your flow testing zones. 100% of the hydrants get maintenance with 20% having maintenance as well as being flow tested.*

8. Who determines which hydrants get flow tested? How will they be grouped?

*Answer: Please see page 22 Technical Approach/ Implementation. The Village will supply the flow test zones.*

9. The on-call requirement. Is that only while we are actively working on the project?

*Answer: This would be for the 5 years of the contract 24/7.*

10. Can you go into more detail with this requirement? Plumbing license are not normally a requirement to assess hydrants.

*Answer: By way of this Addendum, the Village hereby removes the requirement that proposers and their workers be licensed in accordance with Illinois Plumbing License Law (225 ILCS 320/1, et seq.)*

11. The RFP state that questions must be received prior to the pre-proposal conference. With no conference scheduled as of yet, when will the question deadline be, and if there is no date set, when will we expect an addendum to be issued answering these questions?

*Answer: There is no pre-proposal conference for this RFP. The Village reserves the right to issue addendums at any time prior to December 3, 2025.*

The Acknowledgement of Receipt of Addendum for this addendum MUST be included in the bid package. Bid packages not including signed Acknowledgement Sheets may be REJECTED.

**End of Addendum No. 2  
November 24, 2025**

**VILLAGE OF DOWNERS GROVE  
DEPARTMENT OF PUBLIC WORKS**

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

**PROPOSAL/BID: Fire Hydrant Maintenance & Flow Testing**

**PROPOSAL/BID NUMBER: BID # RFP-33-0-2025/JH**

**PROPOSAL/BID OPENING: December 3, 2025**

**ADDENDUM NO.: 1**

**PROPOSER/BIDDER:** M.E. Simpson Co., Inc.

**ADDRESS:** 3406 Enterprise Ave., Valparaiso, IN 46383

**RECEIVED BY:** Randy Lusk  
**(NAME)**



**(SIGNATURE)**

**DATE:** 11/24/2025

# VILLAGE OF DOWNERS GROVE

## ADDENDUM NO. 3

FOR

**Fire Hydrant Maintenance & Flow Testing**

**RFP-33-0-2025/JH**

**November 26, 2025**

The following clarification is made with respect to the aforementioned Request for Proposals:

1. No performance bond or a letter of credit is required for this contract. Accordingly, proposers are not required to submit a letter of capability of acquiring a performance bond or letter of credit together with their proposal. Please see the Cover Page of the RFP for more details.

The Acknowledgement of Receipt of Addendum for this addendum **MUST** be included in with all RFP responses. RFP responses not including signed Acknowledgement Sheets may be **REJECTED**

**End of Addendum No. 3  
November 26, 2025**

**VILLAGE OF DOWNERS GROVE  
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM**

**PROPOSAL/BID:** Fire Hydrant Maintenance & Flow Testing

**PROPOSAL/BID NUMBER:** RFP-33-0-2025/JH

**PROPOSAL/BID OPENING:** December 3, 2025, 10:00 A.M.

**ADDENDUM NO.:** 3

**PROPOSER/BIDDER:** M.E. Simpson Co., Inc.

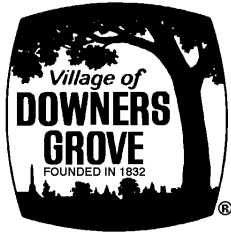
**ADDRESS:** 3406 Enterprise Ave., Valparaiso, IN 46383

**RECEIVED BY:** Randy Lusk  
**(NAME)**



**(SIGNATURE)**

**DATE:** 12/3/2025



# Village of Downers Grove

## Contractor Evaluation

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Contractor: M.E. Simpson Co, Inc.

Project: Fire Hydrant Maintenance and Flow Testing

Primary Contact: Randy Lusk Phone: 219-405-0615

Time Period: 2021-2025

On Schedule (allowing for uncontrollable circumstances)  Yes  No

Provide details if early or late completion: Fire Hydrant maintenance and flow testing for 2021 through 2025 were all completed on time

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Change Orders (attach information if needed): None

Difficulties / Positives: M.E. Simpson performed hydrant maintenance and flow testing on the Village of Downers Grove's system fire hydrants. Maintenance and flow testing of all 2880 of Village owned fire hydrants were completed in a timely manner. Reports of all maintenance/flow testing during the survey were of high quality and delivered promptly upon completion of the project.

Interaction with public:

Excellent  Good  Average  Poor

No comments reported

General Level of Satisfaction with work:

Well Satisfied  Satisfied  Not Satisfied

Reviewers: Jake Hendrix, Water Manager

Date: December 15, 2025