

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**12/17/2019**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Engineering Services for Stormwater Local Drainage Improvements for Wisconsin Avenue east of Belmont Avenue	Nan Newlon Director of Public Works

**SYNOPSIS**

A motion is requested to award a contract for engineering and survey services to WBK Engineering, LLC in the amount of \$71,566 for engineering services for the design and permitting of stormwater drainage improvements in the area of Wisconsin Avenue east of Belmont Avenue. The contract amount includes a 10% contingency.

**STRATEGIC PLAN ALIGNMENT**

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

**FISCAL IMPACT**

The FY20 Budget includes \$80,000 in the Stormwater Fund for this project.

**RECOMMENDATION**

Approval on the December 17, 2019 consent agenda.

**BACKGROUND**

The area that includes Wisconsin Avenue east of Belmont Avenue has been identified by staff as not meeting the Village's level of service for drainage. The area is not served by storm sewers or well defined ditches and the flooding of properties and structures has occurred. Roadway improvements are scheduled for this section of Wisconsin Avenue for the 2020 construction season, and drainage improvements would be coordinated with this work. The Village proposes to complete final engineering plans and specifications of the project area in early 2020.

After reviewing submitted proposals from prequalified consultants, WBK Engineering LLC was identified as the firm that best meets the needs of the Village. Village staff recommends award of this contract for professional services to WBK Engineering LLC based on the firms understanding of the project, capability to perform the work, experience with similar projects, and proposed fee.

**ATTACHMENTS**

Contract Documents

# VILLAGE OF DOWNERS GROVE

## COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: December 17, 2019  
(Name)

RECOMMENDATION FROM: \_\_\_\_\_ FILE REF: SW-080-20A  
(Board or Department)

**NATURE OF ACTION:**

**STEPS NEEDED TO IMPLEMENT ACTION:**

- Ordinance
- Resolution
- Motion
- Other

Motion to authorize execution of a contract for engineering and survey services for the Wisconsin & Belmont Drainage Improvement Project (SW-080-20A) to WBK Engineering, LLC in the amount of \$65,060.00 plus a 10% contingency in the amount of \$6,506.00 for a total not-to-exceed \$71,566.00.



**SUMMARY OF ITEM:**

Adoption of this motion shall authorize execution of a contract for engineering and survey services for the Wisconsin & Belmont Drainage Improvement Project (SW-080-20A) to WBK Engineering, LLC in the amount of \$65,060.00 plus a 10% contingency in the amount of \$6,506.00 for a total not-to-exceed \$71,566.00

**RECORD OF ACTION TAKEN:**

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Prepared By:

**WBK Engineering, LLC.**

116 West Main Street, Suite 201  
St. Charles, IL 60174

Contact: John Witte, PE, CFM  
jwitte@wbkengineering.com  
630.443.7755

# REQUEST FOR PROPOSAL

## Wisconsin and Belmont Drainage Improvements

SW-080-20A



Prepared For:

**Kerry Behr, PE, CFM | Village of Downers Grove, Stormwater Administrator**  
5101 Walnut Avenue, Downers Grove, IL 60515  
www.downers.us P: 630.434.5489 F: 630.434.5495

November 11, 2019

## Village of Downers Grove



## REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: WBK Engineering, LLC

Project Name: Wisconsin and Belmont Drainage Improvements  
Proposal No.: SW-080-20A  
Proposal Due: November 12, 2019, 11:00am  
5101 Walnut Avenue, Downers Grove, IL 60516

**Required of Awarded Contractor:**

Certificate of Insurance: No

Date Issued: November 1, 2019

This document consists of 28 pages.

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

VILLAGE OF DOWNERS GROVE  
ATTN: KERRY BEHR  
801 BURLINGTON AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-5489  
FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

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

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

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

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

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

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

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## I. REQUEST FOR PROPOSALS

### 1. GENERAL

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to the date and time as indicated above.
- 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, to the name and address indicated above, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

### 2. PREPARATION OF PROPOSAL

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

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

**3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

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

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

**4. RESERVED RIGHTS**

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

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

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

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

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

**7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

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

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**8. NONDISCRIMINATION**

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

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

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

**9. SEXUAL HARASSMENT POLICY**

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

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

**10. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

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

**11. DRUG FREE WORK PLACE**

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

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

**12. PATRIOT ACT COMPLIANCE**

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

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

**13. INSURANCE REQUIREMENTS**

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

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**14. CAMPAIGN DISCLOSURE**

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

**15. SUBLETTING OF CONTRACT**

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

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

**16. TERM OF CONTRACT**

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

**17. TERMINATION OF CONTRACT**

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

**18. BILLING & PAYMENT PROCEDURES**

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

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bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 18.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Proposer requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.
- 18.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

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

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

**20. STANDARD OF CARE**

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

**21. GOVERNING LAW AND VENUE**

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

**22. SUCCESSORS AND ASSIGNS**

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

## Village of Downers Grove

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

**23. WAIVER OF CONTRACT BREACH**

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

**24. AMENDMENT**

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

**25. NOT TO EXCEED CONTRACT**

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

**26. SEVERABILITY OF INVALID PROVISIONS**

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

**27. NOTICE**

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

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

And to the Proposer as designated in the Contract Form.

**28. COOPERATION WITH FOIA COMPLIANCE**

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

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**29. COPYRIGHT or PATENT INFRINGEMENT**

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

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### **III. DETAIL SPECIFICATIONS**

#### **1. REQUEST**

1.1 The Village of Downers Grove (Village) is requesting Proposals for professional services from previously-qualified engineering firms (CONSULTANT) to provide stormwater management engineering services for the project identified within this RFP. The firm selected by the Village pursuant to this RFP is not authorized to perform work for the Village until a fully executed and authorized Professional Services Agreement is in place.

#### 1.2 Project Description

Roadway improvements are scheduled for Wisconsin Avenue from Belmont Avenue east to the dead end for the 2020 Construction season. The Village desires to complete a drainage study and final engineering plans and specifications of the project area and determine Service Level Drainage for the block. The desired layout for the proposed improvements will include storm sewer and/or drainage ditches.

The current drainage patterns convey runoff from upstream areas to the central portion of the block where it then drains in between two residential properties. The Village wishes to convey the offsite Service Level Drainage Event from the southeast, and any portions of the road right-of-way possible, to a new storm sewer that will convey flow northeast through the Park District property to St. Joseph's Creek. An existing access path exists and is the preferred route on Park District Property.

Additional details regarding the Service Level Drainage Event can be found here:

<http://www.downers.us/govt/village-budget/stormwater-project-analysis-report-2014>

The Village is now requesting topography, drainage report, preliminary plans, final engineering plans, specifications and an engineer's estimate for improving the stormwater infrastructure for the areas shown approximately on Exhibit A. Please note, adequate survey shall be completed to complete the proposed improvements.

Project scope includes, but may not be limited to:

- New drainage system (storm sewers, inlets, catch basins, ditches, driveway culverts)
- Reconstruction of Wisconsin Avenue with curb and gutter on the north side or possibly both sides of the road.
- Additional inlets
- Additional larger storm sewer and/or driveway culverts
- Defining overland flow paths and ditches
- Recommended flood proofing solutions for select homeowners

Firms shall provide a project scope, as detailed in Section 1.3, for the following:

- Topographic survey of study area shown approximately in Exhibit A which shall include sufficient survey for design of the improvements and establishment of overland flow routes. Survey shall include a 100-foot overlap at all street intersections.

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- Drainage study/report of existing conditions as they relate to adequate conveyance of the “Service Level Drainage Event,” conceptual plans (maximum of three alternatives) and associated cost estimates to bring the site up to the recommended level of service.
- Preliminary plans (50%), pre-final plans (90%), final engineering plans, specifications, cost estimates and permitting for the improvements.
- Engineering questions and design revisions for unknown conditions during construction.
- Price per 100-linear feet of additional right-of-way topographic survey, if required
- Price per ½ acre for additional topographic survey on private property, if required

**The cost shall be provided in a separate sealed envelope.**

### 1.3 Scope and Schedule

#### 1. *Topographic Survey*

A topographic survey of the project limits as defined on Exhibit A. There is an estimated 800 linear feet of roadway/right of way and 300-linear feet through Park District Property. The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:

- Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
- Limits shall be sufficient to complete full design and construction.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the entire right-of-way width of those streets noted. Where the primary right-of-way surveys are shown crossing other rights-of-way which are not to be fully surveyed, the right-of-way crossed by the primary survey shall be surveyed for a length of 100 feet outside the primary right-of-way line extended, in both directions, to show the complete intersection. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Existing ROW monumentation shall be recovered and used to assist in the location of the existing ROW. Right-of-way monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
- Copies of all field notes and electronic data of the identified segments in AutoCAD Civil3D (v.2018 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Data shall be provided in AutoCAD Civil3D format (2018 or later), and as .pdf documents. Surface data shall also be provided. Copies of all support files (.shx, .ctb., .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, and telephone, and sewers. No digging for elevation verification of utilities will be required.

## Village of Downers Grove

- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits, including rim and invert.
  - Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
  - Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
  - Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
  - Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.
  - Contour lines plotted throughout the project with high points or low points indicated between similar contours.
  - Providing compatible drawing files (AutoCAD Civil3D 2018 or later) on compact disk or other media approved by the Village.
  - Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
  - Placement of at least two temporary site benchmarks located outside the limits of construction at each final design site area.
2. *Price per 100-linear feet of additional right-of-way topographic survey*
3. *Price per 1/2 acre for additional topographic survey on private property*
4. *Drainage Study/Report*  
Desired activities shall include:
- Drainage report identifying areas without "Service Level Drainage Event" infrastructure.
  - Conceptual level plans/exhibits/cost estimates showing proposed improvements within the drainage area (maximum of three alternatives), include approximate storage/detention requirements for each, if required.
  - Identify potential property acquisitions and/or easements.
  - Identify potential grant opportunities for implementation of any the proposed solutions (the Village has applied for a grant through CBDG-DR).
  - Identify permits or agency approvals and estimated fees that may apply to each proposed solution along with pros/cons associated with each solution.
  - Anticipate one (1) project kick-off meeting with Village staff and one (1) meeting with Village staff to discuss project alternatives.
5. *Preliminary Plans/Pre-Final Plans/Final Engineering Plans/Specifications*  
The Consultant will be required to perform all necessary work required to prepare the plan

## Village of Downers Grove

set, specifications, Special Provisions, and cost estimate. The topographic survey shall be performed by an Illinois-licensed surveyor and shall be prepared per the requirements above. Anticipate three (3) meetings with Village staff to discuss project.

- a. Preliminary plan submittal (50%)
  - o A site visit and project walk through will be required with Village Staff.
- b. Pre-Final Plans (90%) and Final Plans shall include:
  - Cover Sheet
  - General Notes and Summary of Quantities
  - Earthwork Schedule
  - Typical Sections and Construction Details
  - Alignment, Ties and Benchmarks
  - Grading Plan (1" = 20')
  - Storm Sewer Plan and Profile
  - Sediment Erosion, Sediment Control Plan (1" = 20')
  - Cross-Sections (every 50' and at other critical locations)
  - Any other plans as may be required to complete the work
- c. Cost estimate for conceptual plans, 50%, 90% and final plans.
- d. Specifications and Special Provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.
- e. Permit Submittals - Application for any required permits (i.e. USACOE, IEPA, IDOT, DuPage County Stormwater Management, etc.) and coordination with all applicable agencies. The selected firm (Consultant) will be required to perform all necessary work to secure a stormwater permit from the Village of Downers Grove (as a complete waiver community). The Consultant must review the scope of the project and determine if any additional permits are necessary, and must include same in the proposal, including potential wetland delineation/determination and associated permitting to obtain a Stormwater Permit, USACOE and all other environmental permit approvals if applicable. All necessary permitting will be the responsibility of the Consultant unless specifically excluded in this RFP. The Consultant shall identify all permit fees for the project. All permit fees will be paid separately by the Village.
- f. The Consultant will be required to make qualified personnel available to answer questions and prepare/deliver throughout the bidding and construction process. The consultant shall include 20 hours in their proposal that will be reserved exclusively for the bidding and construction process which may include plan revisions if necessary. Village Staff will prepare bid documents (with the exception of special provisions and specifications as may be required, which will be provided by Consultant), and will perform all bidding duties. Village Staff will also perform, or contract separately for, all construction administration and construction observation. Any additional material

## Village of Downers Grove

testing or sub-surface investigations will be procured by the Village.

- g. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs or other suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents for the chosen alternative.
- h. The Proposer shall begin work on the project within seven (7) calendar days after receipt of the Notice to Proceed from the Village and shall abide by the deliverable schedule in section 3 of this RFP.

## 2. PROPOSAL REQUIREMENTS

### 2.1 Quantity and Format

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

- Cover Letter (optional)
- Project Understanding/Approach
- Project Team
- Resumes of Staff (**only those persons not included in SOQ provided previously**)
- Proposed project schedule
- “Not to Exceed” Fee Proposal w/hourly breakdown (**in separate sealed envelope**)

The proposals shall be succinct, and directly relevant to this project. Maximum number of pages for consultant generated proposal information shall be approximately 10 single sided or 5 double sided. Double sided printing is allowable and encouraged. Only those persons planned to be directly involved with this project should be included. Also, please identify the physical location of the project team members.

### 2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due NOT LATER than **the time and date set forth on Page 1 of this RFP**. Proposals shall become the property of the Village of Downers Grove. The Village will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

### 2.3 Fee Proposal

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

Please submit an estimate of hourly personnel requirements to complete the scope of services outlined in your proposal, a list of current hourly rates and a total “Not To Exceed” cost for providing the proposed services to the Village. This “Not To Exceed” cost shall include

## Village of Downers Grove

deliverables and reimbursable expenses, such as postage, delivery service, printing, etc. The Village shall be invoiced monthly. **Additional compensation above and beyond the “Not to Exceed” cost (i.e. change orders) will not be considered without a significant change in project scope.**

#### 2.4 Consultant Selection

Consultant Selection will be based on the following:

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

#### 2.5 Pre-Proposal Field Review

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

### 3. **PROJECT DELIVERABLES**

#### 3.1 General

The Consultant shall provide the following deliverables not later than the time specified, as appropriate for each component:

Topographical survey data, constructible plans, specifications, special provisions, and cost estimates for Village-accepted improvement shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (2018 or later), and as .pdf documents. The cost estimates shall be in Microsoft Excel format. Specifications shall be in Microsoft Word format.

#### 3.2 Deliverables schedule

Topographic Survey

- To be coordinated with schedule of final designs below.

Engineering Plans/Specifications:

- One (1) hard copy and (1) electronic copy of 50% plan set and Engineer’s Opinion of Probable Cost (EOPC) due April 1, 2020.

## Village of Downers Grove

- One (1) hard copy and (1) electronic copy of 90% plan set, special provisions, and EOPC due May 1, 2020.
- One (1) hard copy and (1) electronic copy of 100% plan set, special provisions, and EOPC due May 15, 2020.
- One (1) CD containing electronic copies of all Final project files, drawings and any supporting documentation compatible with the programs listed above.

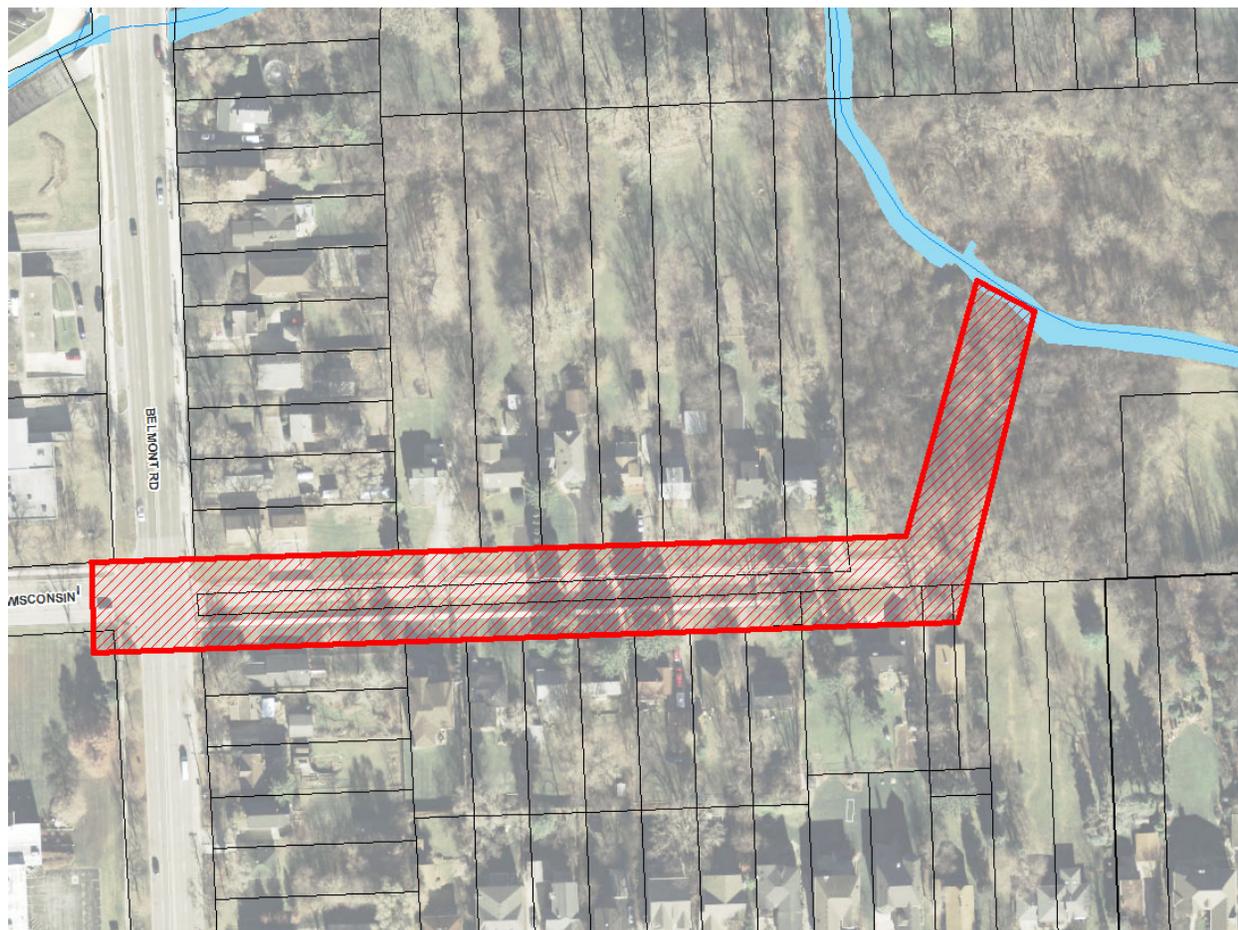
**4. CONTACTS**

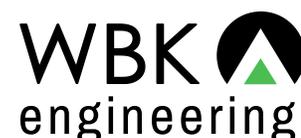
All questions concerning the project and/or submittal should be directed to:

Kerry Behr, PE, CFM  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515  
[kbehr@downers.us](mailto:kbehr@downers.us)  
Phone 630-434-5489  
Fax 630-434-5495

Village of Downers Grove – Stormwater Engineering Services Wisconsin and Belmont

Exhibit A





November 11, 2019

Kerry Behr, PE, CFM  
Stormwater Administrator  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, IL 60515

**Re: Wisconsin and Belmont Drainage Improvements  
No. SW-080-20A**

Dear Ms. Behr:

WBK Engineering, LLC (WBK) is pleased to provide you with our proposal for the Stormwater Management Engineering Services for Wisconsin and Belmont Drainage Improvements. We are excited for the opportunity to assist the Village in providing a greater level of stormwater service for its residents. Our team includes engineers who worked on the original 2014 Stormwater Projects Analysis, as well as engineers who have worked with the Village on a similar drainage projects. Additionally, engineers from our transportation group will be involved to assist with the quality assurance aspect of the plan set, therefore the Village can be assured the team has a thorough understanding of both the stormwater challenges facing the Village, and that our plan set will be clear and concise, leading to successful construction.

I will be the principal point of contact, and have successfully completed stormwater investigation and design projects to alleviate residential flooding, including the recent project near Hitchcock Avenue in Downers Grove. Brent Pottorff will provide quality assurance for the roadway plan preparation. He has 35+ years of experience in roadway design. Brett Hanson, PE will be the primary stormwater design engineer. His modeling and engineering plan set development work with the Village makes him well suited to efficiently develop the conceptual drainage alternatives and prepare the final engineering plans. Brett has robust experience in both stormwater design and forensic studies of existing systems, and he is familiar with common drainage issues within the Village. We would like to work with the Village to, design, and permit the most cost effective solution.

The enclosed information illustrates the qualifications and experience our team will provide to successfully complete the topographic survey, drainage study, and engineering design and permitting. We are very excited about this opportunity, and we would be honored to continue our partnership with the Village of Downers Grove, working together to develop stormwater solutions and roadway improvements for Village residents. If you have any questions, or require any additional information, please contact me at 630.443.7755. We would appreciate the opportunity to meet with the Village staff to discuss our qualifications for this exciting project. Thank you for your consideration of WBK.

Sincerely,  
WBK ENGINEERING, LLC

A handwritten signature in black ink that reads "John W. Witte".

John W. Witte, PE, CFM  
Water Resources Practice Lead

**WBK Engineering, LLC**  
WBKEngineering.com



Part of the Mno-Bmdsen Family

**St. Charles Office**  
116 West Main Street, Suite 201  
St. Charles, IL 60174  
630.443.7755

**Aurora Office**  
8 East Galena Boulevard, Suite 402  
Aurora, IL 60506  
630.701.2245

## PROJECT UNDERSTANDING

WBK Engineering LLC (WBK) understands that the Village of Downers Grove (Village) is requesting stormwater management engineering services for Phase I and II engineering of drainage along Wisconsin Avenue. The subject area is located east of Belmont Road, south of Curtiss Street, and north of Elmore Avenue. The goal of the improvements is to provide a trunk line sewer that meets the service level drainage event, and obtain permits for the stormwater infrastructure improvements. The objective of the contract is to develop conceptual plans for a solution to bring the area up to the service level drainage event, before preparing preliminary and final engineering plans, specifications and estimates for the preferred alternative. WBK will also prepare all required permit submittals as a part of final engineering.

We understand the lack of drainage infrastructure meeting the Village's service level goals and the resulting direct impact to the residents. WBK also understands that the implementation of the Phase I improvements is critical to meeting stormwater goals for Wisconsin Avenue and that Phase II improvements must function in conjunction with the trunk sewer.



## PROJECT APPROACH

The scope of work can be divided into three main tasks with a detailed description of the approach for each task listed below:

1. Topographic survey
2. Conceptual plans
3. Final engineering with permitting, plans and specifications

### Topographic Survey

In support of the preparation of hydrologic and hydraulic models and future final engineering plans, a topographic survey will be required. The topographic survey shall be performed to include information necessary to support a constructible plan set and meet the Village's requirements as outlined in the request for proposal. The survey shall include approximately 800-lineal feet of right of way along Wisconsin Avenue and 300 feet or topographic survey within a 20-foot wide corridor adjacent to the path in the Park District property to the east. The right of way survey will include; full topographic survey of Wisconsin Ave. Street extended from Belmont Road to its termini to the east. The survey shall include; located buried/ marked utilities (gas, electric, telephone), utilities including storm and sanitary, ground features (mailboxes, utility poles, driveways, culverts, sidewalks), and landscape materials (i.e. bushes, trees, flower beds, etc.). The survey shall be in NAVD 88, and NAD 83 vertical and horizontal datums, respectively. The survey shall also include the establishment of two temporary benchmarks within the study area. The deliverables included in this task include:

- Copies of all field notes.
- AutoCAD (Civil3D) drawings and support files of survey data including surface data, and PDF documents.
- Placement of two temporary benchmarks located outside the limits of construction
- Setting of sufficient permanent control points on the baseline at 100' intervals.

Items not included in the Topographic Survey scope of services include:

- Legal descriptions, plats, or boundary surveys.
- Tree identification.
- Survey outside the limits specified in the request for proposal and revised per email correspondence with Kerry Behr on 11/5/2019.

## Conceptual Plans

The conceptual modeling, plans, and cost estimates will provide information to Village staff that will allow them to make an informed and cost effective decision on the infrastructure needed to meet the service level drainage event. The proposed improvements will provide a systematic approach to addressing flooding issues with the proposed solutions raising the level of protection for the subject area to pass the Service Level Drainage Event.

The conceptual plans will include six main tasks:

1. Create existing conditions models
2. Develop and model (up to )three proposed conditions alternatives
3. Develop exhibits and cost estimates for (up to ) three proposed alternatives
4. Identify potential grant opportunities
5. Identify permits and agency approvals and associated fees and pros/ cons associated with each solution
6. Meetings with Village staff

### Create Existing Conditions Models

WBK has reviewed the drainage topography of the area and determined that approximately 20 acres drains from the south to the sag in the middle of Wisconsin Avenue. From the sag, the water leaves the right of way through a swale/ stream between two residential lots. We will evaluate the hydrology and hydraulics of the existing runoff to the sag in the roadway and the effects and impact downstream to the residential properties and determine the requirements to meet the service level drainage event. We will evaluate drainage alternatives; one including a proposed storm sewer from the sag in Wisconsin Avenue traveling east to its termini, then through Sterling North Park (Park District Property) to the north to outlet to St Joseph's Creek. One challenge of this alternative is construction and footprint of the deep sewer at the east termini since the sag is 5 foot lower than the east termini of the street. If this alternative is selected, it is recommended to consult with a geotechnical engineering on soil borings for the area.

### Develop & Model Proposed Conditions Alternatives

We will develop and model (up to) three drainage improvements alternatives for the site. WBK will use the existing conditions hydrologic calculation results to test the proposed alternative(s) which will be able to convey the "Service Level Drainage Event". The goal of the improvements is to design a trunk sewer that will bring the drainage infrastructure up to the Village standard of carrying 10-year, 6-hour storm through the storm sewer. The entire 10-year, 6-hour event will be conveyed in a storm sewer due to limitations within the right of way for new ditches. Permitting is another critical factor in developing proposed alternatives. Proposed improvements must meet DuPage county and Downers Grove stormwater requirements.



### Develop Exhibits and Cost Estimates for Proposed Alternatives

As part of the proposed condition analysis, we will prepare conceptual exhibits and concept level cost estimates for the option(s). Through our previous work with the Village, and our recent experience in preparation of final engineering plans and construction engineering, we can prepare detailed exhibits and accurate cost estimates for the proposed improvement.

### Identify Potential Grant Opportunities

We understand that the Village has applied for a CBDG-RG grant for the project. Through our experience on similar projects, a few additional grant opportunities may be available and will be explored. We have assisted many of our municipal clients in obtaining grants for municipal projects and understand the requirements the project must meet in order to be eligible for such grants.

### Identify Permits and Agency Approvals, Fees, and Pro's/ Con's

Through the conceptual design, WBK will assess the required permits and agency approvals for construction of the alternatives. The permitting requirements, fees, constructability and costs will be included in assessing the pros and cons of each alternative to assist the Village in making an informed decision on the recommended alternative.

### Meetings with Village Staff

There will be two meetings with Village staff during the conceptual planning phase. The first will be a project kickoff meeting to discuss the Village's preferences on drainage alternatives, their concerns and desired outcomes for the project. The results of the hydrologic

and hydraulic analysis and conceptual projects development and evaluation analysis will be presented to Village staff at the second meeting. In preparation for this meeting, WBK will provide Village staff analysis summary notes, in bullet point form, to clearly and concisely summarize the analysis of the proposed alternatives. The notes will include information on existing conditions, proposed conditions, estimated costs, potential grants, required permits, and a table of pros and cons for the alternatives. The notes and conceptual level plans will be sent to Village staff prior to the meeting.

Deliverables under the Conceptual Plan task include:

1. Conceptual drainage plans and a design memorandum summarizing the analysis and identifying potential grant opportunities and required permits.

## Final Engineering with Permitting, Plans, and Specifications

Based upon results of the hydrologic and hydraulic analysis, conceptual plans, conceptual cost estimates, and coordination with the Village, WBK will prepare final engineering plans, permits, and specifications for construction of the selected alternative. This task includes several items including;

- a) Final Engineering Plans
- b) Cost Estimates (including 50%, 90%, and 100% plans)
- c) Specifications and Special Provisions
- d) Permit Submittals
- e) Request for Information (ROI)/ bidding assistance

### Final Engineering, Plans, Permitting, and Specifications

#### Drainage Improvement Project Plans

WBK will develop a concise, thorough and complete construction plan set for proposed drainage improvements within the study area. The project team has extensive experience in preparation of plan sets for municipal urban drainage improvements, therefore the Village can be assured that the delivered plan sets will contain the necessary information for successful construction of the proposed improvements. Throughout the design process, WBK will prepare 50%, 90%, and 100% plan sets for Village review to ensure the plans meet the expectations and goals of the project along with requirements of the Village. The plans and specifications will reference the Illinois Department of Transportation's Standard Specification for Road and Bridge Construction (SSRBC). WBK will also prepare special provisions for all items that do not conform to the IDOT's SSRBC, or other items required through coordination with the Village. The plans will meet the goal of providing bidding and construction documents for construction of the trunk line sewer along with construction of ditches that are easily maintained.

We anticipate the plans will contain the following sheets

- Cover Sheet
- General Notes and Summary of Quantities
- Typical Sections and Construction Details
- Alignment Ties and Benchmark
- Grading Plan
- Storm Sewer Plan and Profile
- Soil Erosion and Sediment Control Plan
- Cross Sections

#### Quantity Calculations & Cost Estimate

WBK's variety of recent work developing construction plan sets and cost estimates, as well as providing construction engineering services for projects in Northeast Illinois provides us an advantage in developing a detailed and accurate cost estimate for the proposed improvements. WBK utilizes current bid tabulations to determine unit costs to deliver an accurate cost estimate. Our recent experience on storm sewer improvement projects for Area 12 in Downers Grove and Ward 1 and Area 3 in Batavia give us experience on current construction pricing in the area. Along with the plan sets, WBK will deliver 50% and 90% cost estimates for Village review prior to completion of the final plans and construction cost estimate. **WBK's estimate of cost for the Hitchcock improvements was within 6% of the bid estimate.**

#### Drainage Improvement Project Specifications

WBK will develop a special provisions document which will define the construction requirements for items not covered by IDOT Standard Specifications for Road and Bridge Construction. WBK recently completed specifications for Hitchcock Avenue, a similar

sewer reconstruction project and will again work with the Village to ensure the specifications cover the specific construction requirements and preferences. WBK will deliver specifications at the 90% and final plan stages.

#### Permitting Activities

Permitting requirements will be dependent on the drainage option selected. At a minimum, permits will be required from the Village of Downers Grove, for stormwater management. The stormwater permit will follow the guidelines of the DuPage County Countywide Stormwater and Floodplain Ordinance (Ordinance), and demonstrate that the stormwater design meets the requirements of the Ordinance. WBK is well versed in the Ordinance and have demonstrated experience in preparing and securing Stormwater permits for projects within the Village of Downers Grove and DuPage County. The drainage option selected by the Village will determine the permits required.

WBK anticipates the presence of wetlands and Waters of the U.S. within the project area, especially in the Park parcel and adjacent to St Joseph's Creek. A wetland delineation will be performed meeting the requirements of the U.S. Army Corps of Engineers 1987 Wetland Delineation Manual and the 2010 Midwest Regional Supplement, as well as the DuPage County Countywide Stormwater & Flood Plain Ordinance. We will field delineate and flag the limits of all wetlands within the project area. The points will be surveyed. WBK will arrange a wetland boundary verification meeting with DuPage County Stormwater Management or the Village's wetland consultant. We will prepare a Wetland Delineation & Assessment Report detailing the type and size of the wetlands, their floristic quality, and their overall characteristics and include routine wetland delineation forms with the report.



#### USACE Permit Application

WBK anticipates the need for a USACE Regional Permit for the storm sewer outfall improvements. In the event that Waters of the U.S. or wetlands are impacted by the proposed project a USACE Regional Permit will need to be obtained. WBK will prepare a Joint Permit Application for a Regional Permit for the stormwater drainage improvements. We will prepare a wetland impacts exhibit and all required documentation for the USACE regional permit program. We will also prepare consultation requests for the IDNR EcoCAT (\$127.94 fee) T&E species coordination, a USFWS Section 7 Threatened and Endangered Species Summary for Consultation, and we will submit an IHPA Section 106 consultation as required by the USACE Chicago District. This task assumes a Regional Permit will be required and not an Individual Permit.

#### Kane DuPage Soil and Water Conservation District Permit Application

In the case that a USACE permit is needed, we have included in this task the preparation of the Kane-DuPage Soil and Water Conservation District (KDSWCD) Soil Erosion and Sediment Control (SESC) Plan Application. We will provide KDSWCD with the SESC Plan Application, a description of the project, and copies of the engineering plans for their review. We will address a maximum of two rounds of comments and work with them on approval of the project.

#### Meetings and Coordination

WBK Engineering has included two additional two meetings during the preparation of the construction plans, specifications, and cost estimates in order to keep the Village informed on project progress and discuss Village comments. WBK will ensure qualified personnel are available to answer any questions pertaining to the delivered plan set or specifications during the bidding and construction process. WBK will not perform any construction administration or observation duties under this contract. WBK will provide the final project deliverables by the scheduled completion date May 15, 2020, as well as hitting the scheduled project deadlines for interim aspects of the project.

Deliverables under the Final Engineering Plans, permitting, and specifications task include:

1. Final Engineering plans and cost estimates submitted to the Village at 50%, 90%, and 100% completion.
2. Specifications and special provisions (submitted at 90% and 100% plan completion)
3. A digital copy of all Final Project files, drawings, and all supporting calculations, models, and documents.
4. Submittal of a stormwater permit applications to Village of Downers Grove.
5. Personnel available to answer questions throughout bidding and construction.
6. USACE Permit Application and Kane DuPage SWCD coordination (if required)
7. Village of Woodridge stormwater permit application (if required)

Items not included in the scope of services include:

1. IHPA consultation
2. Geotechnical Study
3. Coordination with Park District

## WHY CHOOSE WBK:

Successful completion of the project will require selection of an engineering firm that can:

- Determine the most cost effective solution for the Village to bring the drainage infrastructure up to the service level drainage event.
- Prepare an accurate and “constructible” set of plans and specifications.

WBK meets these two requirements in the following manner.

WBK has an unparalleled understanding of the Village’s stormwater management goals due to the fact that we worked with the Village in development of the Village’s 2014 Stormwater Project Analysis Study. WBK worked with the Village in defining the service level drainage event and have worked with the Village in designing conceptual projects along with the improvements on several sites throughout Downers Grove.

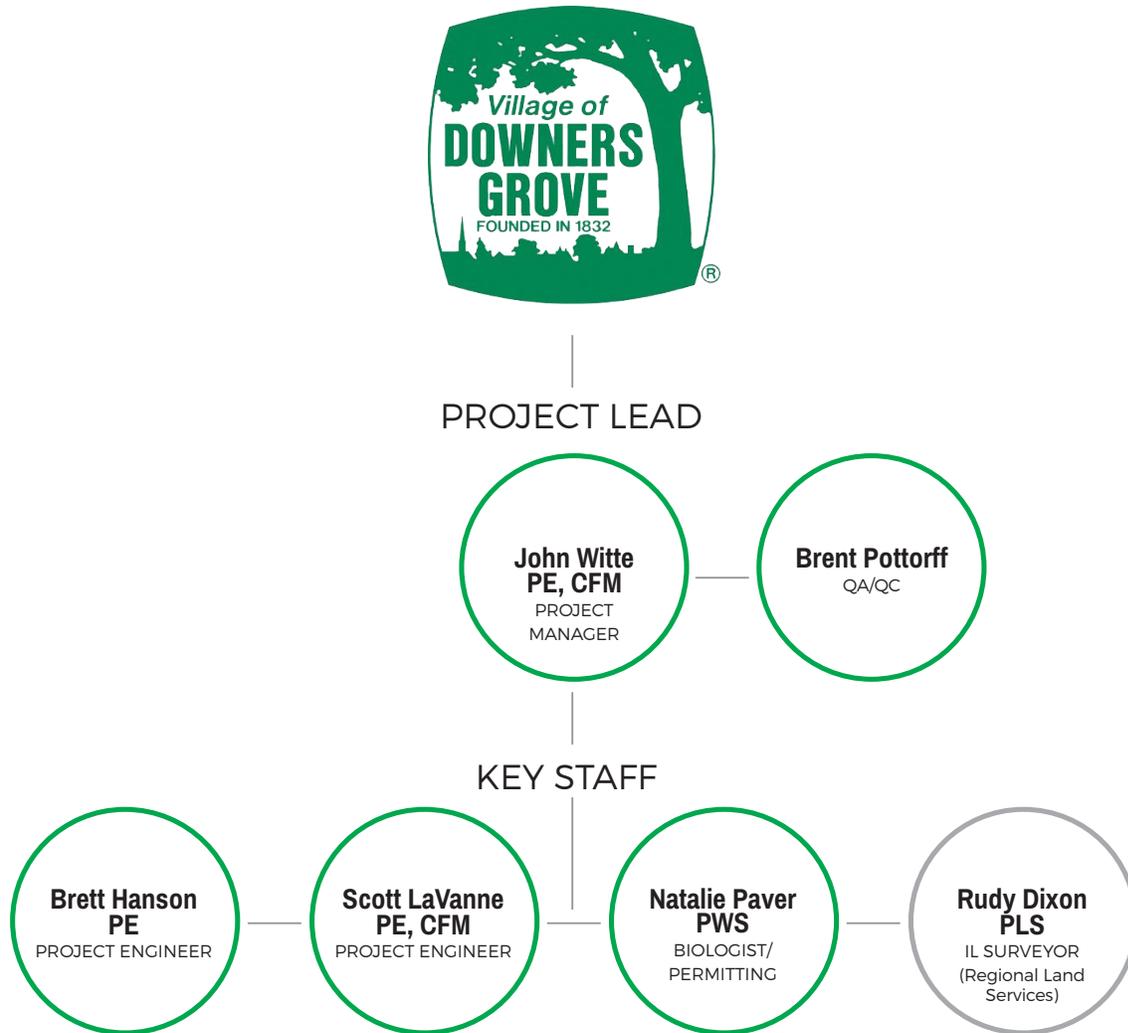
WBK has completed roadway reconstruction and rehabilitation projects for many municipalities within Northeast Illinois. These clients include Kane County Division of Transportation, McHenry County Department of Transportation, DuPage County Public Works, The City of St Charles, The City of Geneva, The City of Batavia, The City of Elgin, and The City of Aurora. This experience enables us to prepare an accurate and “constructable” set of plans.

All plans and design aspects will be coordinated and checked by Brent Pottorff. Brent has over 35 years of design experience in design and permitting of roadway infrastructure projects. His attention to detail and insight into project completion including coordination with utilities, and construction staging is exemplary. Brent’s experience includes work on Bliss Road over Blackberry Creek in which the County Roadway engineer overseeing the construction contract stated **“this project has been smooth and one of the easiest construction jobs here thanks to your high quality plan set. The Phase 3 engineer also complimented your plan set saying it was one of the tightest they had ever seen.”**

In summary, WBK has prepared drainage studies and engineering plans and specifications for many roadway projects in Northeastern Illinois including Downers Grove. We are familiar with the policies and preferences of the Village, and are committed to timely completion of the deliverables. We understand a quality stormwater design that will convey the Service level event while still providing the adjacent residents a project that alleviates flooding is the ultimate goal.

## PROJECT TEAM ORGANIZATION

Since 2014, WBK has continued to support the Village in assessing potential property acquisitions within the context of the 2014 Stormwater Project Analysis Report. Our project team for the Stormwater Management Engineering Services project includes Brett Hanson, who has worked with the Village since 2014 to further assess the viability of the projects, including assessing the impacts of updated property acquisition costs on the stormwater project rankings. Additionally, as a part of the follow up work, Brett developed SWMM models for Site 12 Hitchcock determining the ponding depths in the back yards. The project will be managed by John Witte, who has over 20 years of experience in drainage engineering, final plan preparation, and project management. He has most recently managed similar drainage projects for municipal clients including the City of Naperville, the City of Batavia, and also has experience working with the Village of Downers Grove. The team also includes Scott LaVanne, who worked with John Wills on the original 2014 report and is available to assist in the supporting role of drainage engineer. Rudy Dixon, of Regional Land Services, will be the survey lead, and Natalie Paver will handle wetland assessment and permitting. WBK will utilize the institutional knowledge gained during preparation of the original report and supplemental engineering analysis to ensure that the proposed improvements meet the Village’s standards for projects within the prioritization framework. All team members work out of our St. Charles office.





### About Brent

*Mr. Pottorff has 37 years of experience in the planning, design, and construction of transportation related projects, including extensive work with IDOT as well as numerous local agencies. He joined WBK in February 2007 as a Project Manager and Transportation Group Leader. Brent has served as Project Manager on numerous award winning projects and was part of the team named winner of Kane County Division of Transportation's inaugural Engineer of the Year award.*

### Education

B.S., Civil Engineering  
Technology, Southern Illinois University, 1982

### Continuing Education

- IDOT Stormwater Pollution and Erosion & Sediment Control
- IDOT Bituminous Proportioning
- IDOT Design Surveying
- IDOT Detention Basin Design
- IDOT/ACI Levels I & II Concrete Inspection
- IDOT QA/QC Hot Mix Asphalt Levels I & II
- IDOT QA/QC Aggregate Mixture
- ISTHA Construction Documentation Seminar



Part of the Mno-Bmadsen Family 

## S. Brent Pottorff

QA/QC

### Related Project Experience

#### **Collins Road Extension Feasibility Study & Phase I Engineering, Kendall County, IL**

Project Engineer for this Phase I preliminary engineering project. Responsibilities included corridor alignment studies, intersection and roundabout geometric design, other comprehensive studies involving land use, development planning, determination of existing conditions, utility coordination, public involvement, local and state agency coordination and the preparation of the Project Development Report.

#### **Annie Glidden Road at Fairview Drive, Phase I & II, City of DeKalb, IL**

Design Engineer on this Phase I/II project to plan and design the intersection of Annie Glidden Road at Fairview Drive, located at the southwest limits of the City of DeKalb. The intersection is being widened to accommodate the addition of warranted turn lanes on the north and east approaches. WBK used a 3R design approach to minimize the project footprint and propose improvements within the City's available funds. Brent's responsibilities included plan preparation, quantity calculations, engineer's estimate of cost, contract time, and lump sum breakdowns.

#### **Kirk Road at Pine Street/Fermilab Entrance Intersection, Phase I & II Kane County Division of Transportation, IL**

Design Engineer for this Phase I & II engineering services project for the intersection improvements at Kirk Road and Pine Street / Fermilab Campus. The project included constructing a northbound right turn lane along Kirk Road at the intersection including ADA improvements at all four (4) corners of the intersection, based on 3R criteria.

#### **Kautz Road /Route 38 Intersection Extension, City of Geneva, IL**

Project Engineer for this Phase 1 study to evaluate the planning, design, and construction of the missing fourth leg on this IDOT newly constructed 3-legged intersection at Kautz Road and Route 38. The newly constructed 3-legged intersection includes a substantial grade separation with the Union Pacific railroad running under the intersection. In providing the Phase I services, consideration was given to future improvements, including a bike path, funding alternatives and adherence to an expedited schedule.

#### **IL Route 38 at County Farm Intersection Improvement (D-91-177-13), PTB 167/014, DuPage County, IL**

Design Engineer for this project providing Phase II engineering services for preparation of contract plans, specifications and cost estimates including structures and highway plans for reconstruction of IL 38 at the intersection of County Farm Road and Shaffner Road, in the Village of Winfield. The project is expected to include the addition of east bound dual left turn lanes and a west bound right turn lane at the intersection of IL 38 and County Farm Road, as well as a west bound left turn lane at Shaffner Road. The project is also anticipated to include traffic signal modernization and installation of barrier median along IL 38 to improve access control.

#### **Bunker Road Extension - Keslinger Road to LaFox Road, Kane County, IL**

Roadway Design on this project, providing preliminary and final design engineering services related to the extension of Bunker Road from its current limit at the LaFox Metra Station to LaFox Road, north of the LaFox Village District Center. The extension length is approximately 5,000 feet and includes an underpass beneath the existing Union Pacific railroad tracks. A roundabout will be provided at the intersection of Bunker Road and Keslinger Road.



# Rudy Dixon, PE, PLS

## Land Survey Manager

### Regional Land Services Principal

270 Vida Court  
Sycamore, IL 60178

Phone: (618) 559-2260

Email: rdixon@regional-ls.com

### ABOUT

With over 12 years of experience in the surveying and engineering industry, Rudy has successfully completed a wide variety of both survey and engineering services. He has been an integral part of many drainage, roadway and bridge projects. His leadership and knowledge of engineering and surveying has provided the base for many design and construction projects.

### EDUCATION

Southern Illinois University  
Carbondale, Illinois

Graduated: Fall 2005

Bachelor of Science,  
Civil Engineering  
Specialization: Surveying

### LISENCSES

Professional Land Surveyor (PLS),  
License No. 035-003832, Illinois, 2011

Professional Engineer (PE),  
License No. 062065333, Illinois, 2013

### 2018 Curb & Sidewalk Replacement Program, Village of Franklin Park, IL (Regional Land Services)

Survey Lead for entire curb and sidewalk replacement program. We surveyed 12,200 feet of roadway in residential neighborhoods for the redesign of the curb and sidewalk. This project included 14 different site locations throughout the Village. IDOT codes were used to collect the data and Microstation/Geopak was used to create each drawing set.

### Extension of Bunker Road, Phase I and Phase II Engineering, Kane County Division of Transportation, IL (Control Point)

Survey Lead for Phase I & II engineering design of this project. A complete route survey was performed for the proposed 6200 foot corridor including the Metra overpass bridge and entrance to the train station. A plat of highways was produced to acquire all right of way and easements required to complete the project. This included a hydraulic, wetland, and tree survey of the site. All storm sewer structures were surveyed along with the existing drain tile within the corridor. Trees, detentions ponds, and all proposed comp storage areas were surveyed as part of the project.

### Sheffer Road over Blackberry Creek, Phase I Engineering, City of Aurora (WBK)

Survey Lead for the replacement of the Sheffer Road Bridge over Indian Creek. The project consists of replacing and widening the existing structure (built in 1933), a reinforced concrete slab bridge, 32 feet in length. The Phase I scope consisted of route and hydraulic surveys, wetland and environmental surveys and reporting, and complete bridge survey of the existing structure. Utility surveys were performed on the storm and sanitary structures. A design JULIE was used to complete the utility survey drawings. Preparation of plats and legal descriptions for the Right of Way acquisitions of this project were completed as well.

### Allen Road over Hampshire Creek, Phase I and Phase II Engineering, Kane County Division of Transportation, IL (WBK)

Survey Lead for Phase I of this project. A 2000 foot route survey of the roadway including the bridge was surveyed for the design of the bridge replacement. This included a hydraulic, wetland, and tree survey of the site. The project also includes right-of-way plats for temporary easements and/or fee simple acquisitions.

### IL Route 38 at County Farm Intersection Improvement (D-91-177-13), Illinois Department of Transportation District 1, PTB 167/014 (WBK)

As the Survey Lead for this project providing Phase II engineering services for preparation of contract plans, specifications and cost estimates including structures and highway plans for reconstruction of IL 38 at the intersection of County Farm Road and Shaffner Road, in the Village of Winfield, a route survey of the roadway corridor was provided for design of the reconstruction. This included all roadway features, existing storm and sanitary structure surveys, and the survey of all trees/landscaping within the project limits.

# PROPOSED SCHEDULE FOR WISCONSIN & BELMONT DRAINAGE IMPROVEMENTS

	December				January				February				March			
	12/1-12/7	12/8-12/14	12/15-12/21	12/22-12/28	1/1-1/4	1/5-1/11	1/12-1/18	1/19-1/25	1/26-2/1	2/2-2/8	2/9-2/15	2/16-2/22	2/23-2/29	3/1-3/7	3/8-3/14	3/15-3/21
Project Kickoff																
Topo Survey																
Drainage Analysis																
Conceptual Plans																
Meet with Village																
Village review and selection of preferred alternative																
Engineering Plans																
50% Plans + EOPC																
Village Review																
90% Plans, Specs + EOPC																
Village Review																
100% Plans, Specs + EOPC																



Village of Downers Grove



VENDOR W-9 REQUEST FORM

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

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

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

**NAME:** WBK Engineering, LLC

**ADDRESS:** 116 West Main Street, Suite 201

**CITY:** St. Charles

**STATE:** Illinois

**ZIP:** 60174

**PHONE:** 630-443-7755 **FAX:** 630-443-0533

**TAX ID #(TIN):** 36-4251536

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

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

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

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

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

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

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

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

**SIGNATURE:**

**DATE:** 11-11-19

Village of Downers Grove

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

With regard to SW-080-20A, Proposer WBK Engineering, LLC hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

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

BY: \_\_\_\_\_  
Proposer's Authorized Agent

3 6 - 4 2 5 1 5 3 6

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

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



Subscribed and sworn to before me  
this 11<sup>th</sup> day of November, 2019.

Joy Ideran  
Notary Public

Village of Downers Grove

**PROPOSER'S CERTIFICATION (page 2 of 3)**

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

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

President: \_\_\_\_\_

Secretary: \_\_\_\_\_

Treasurer: \_\_\_\_\_

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

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

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

Manager or Member: Mno-Bmadsen

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

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

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

**(c) Partnership**

Names and Addresses of All Members of Partnership:

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

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

Village of Downers Grove

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

**(d) Sole Proprietor**

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

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

Insurer's Name Corkill Insurance

Agent Carolyn Hanna

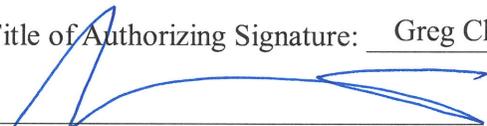
Street Address 25 Northwest Point Blvd, Suite 625  
City, State, Zip Code Elk Grove Village, IL 60007

Telephone Number 847-437-2837

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

Print Name of Company: WBK Engineering, LLC

Print Name and Title of Authorizing Signature: Greg Chismark, PE-President

Signature: 

Date: 11-11-19

## Village of Downers Grove

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

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

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

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

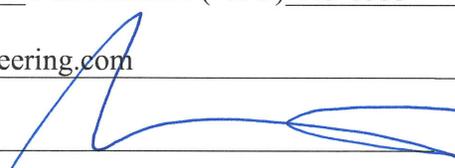
Company Name: WBK Engineering, LLC

Address: 116 West Main Street, Suite 201

City: St. Charles, IL Zip Code: 60174

Telephone: ( 630 ) 443-7755 Fax Number: ( 630 ) 443-0533

E-mail Address: gchismark@wbkengineering.com

Authorized Company Signature: 

(Print )Name: Greg Chismark, PE Title of Official: President

Date: 11-11-19

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 bid submission, an executed Campaign Disclosure Certificate.

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

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

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

Under penalty of perjury, I declare: \_\_\_\_\_

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

  
\_\_\_\_\_  
Signature

Greg Chismark, PE-President  
\_\_\_\_\_  
Print Name

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

Print the following information:

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

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

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

\_\_\_\_\_  
Signature

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

**Phase I/II Engineering  
Wisconsin and Belmont  
Downers Grove**

Route 0  
Local Agency Village of Downers Grove  
Section 0  
Project 0  
Job No. 0  
Existing Structure No. 0

Method of Compensation:  
Standard Hourly Rate

\*Firm's approved rates on file with IDOT's  
Bureau of Accounting and Auditing:  
Complexity Factor (R) 0.0  
Calendar Days 0

Date: 11/17/2019

**Cost Estimate of Consultant's Services in Dollars**

Element of Work	Employee Classification	Man-Hours	Hourly Rate	(MH) x Hourly Rate	Services by Others	In-House Direct Costs (IHDC)	Total	
1 Topographic Survey	Engineer IV	4.0	\$145.00	\$580.00		\$ 51.04	\$51.04	
	Engineer III	32.0	\$119.00	\$3,808.00			\$3,808.00	
	Engineering Technician III	7.0	\$117.00	\$819.00			\$819.00	
2 Drainage Report	Engineer V	10.5	\$172.00	\$1,806.00		\$134.86	\$1,806.00	
	Engineer IV	32.0	\$145.00	\$4,640.00			\$4,640.00	
	Engineer I	18.0	\$88.00	\$1,584.00			\$1,584.00	
	Urban Planner III	16.0	\$102.00	\$1,632.00			\$1,632.00	
						\$ 96.75	\$96.75	
3 Engineering Plans/Specifications/Estimates/Permitting	Engineer V	29.5	\$172.00	\$5,074.00			\$5,074.00	
	Engineer IV	108.5	\$145.00	\$15,732.50			\$15,732.50	
	Engineer I	90.0	\$88.00	\$7,920.00			\$7,920.00	
	ERS III	14.0	\$100.00	\$1,400.00			\$1,400.00	
	Urban Planner III	96.0	\$102.00	\$9,792.00			\$9,792.00	
4 Wetland Permitting	Engineering Technician III	2.0	\$117.00	\$234.00		\$ 1,435.85	\$1,435.85	
	ERS III	63.0	\$100.00	\$6,300.00			\$6,300.00	
	Urban Planner III	8.0	\$102.00	\$816.00			\$816.00	
5 Project Management	Engineer V	7.0	\$172.00	\$1,204.00		\$0.00	\$1,204.00	
<b>Totals</b>				537.5	\$ 63,341.50	\$ -	\$ 1,718.50	\$ 65,060.00

**Total Not To Exceed \$ 65,060.00**