

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
2/11/2020

SUBJECT:	SUBMITTED BY:
Engineering Design Services for Highland Avenue Storm Sewer	John Welch Acting Director of Public Works

SYNOPSIS

A motion is requested to award a contract for engineering design services related to the CIP project SW-070, for storm sewer replacement on Highland Avenue from 39th St. to Ogden Ave., to Engineering Resource Associates, Inc. (ERA) of Warrenville in the not-to-exceed amount of \$48,082.44, which includes a 10% contingency.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY20 Budget includes \$750,000 in the Stormwater Fund for SW-070 construction and design services.

RECOMMENDATION

Approval on the February 11, 2020 consent agenda.

BACKGROUND

The existing storm sewer system on Highland Avenue from 39th Street to Ogden Avenue is in poor condition, does not provide the recommended level of service and is in need of replacement. This project involves the installation of a new storm sewer system along Highland Avenue from 39th Street to Ogden Avenue which will meet the recommended level of service. Depending on the final design of the new storm sewer system, the project may include resurfacing of Highland Avenue within the project limits.

Staff received proposals from six (6) pre-qualified engineering firms to complete engineering design services, including topographic survey work, drainage report and preparation of construction drawings. After reviewing the proposals, Engineering Resource Associates, Inc. was identified as the firm that best meets the needs of the Village. Staff recommends award of this contract to ERA based on the firms understanding of the project, capability to perform the work, vast experience with the project location and its vicinity, and proposed fee. ERA has provided professional services for the Village in the past with satisfactory results.

ATTACHMENTS

Contract Documents

VILLAGE OF DOWNERS GROVE
COUNCIL ACTION SUMMARY

INITIATED: Public Works DATE: February 11, 2020
(Name)

RECOMMENDATION FROM: _____ FILE REF: SW-070-20A
(Board or Department)

NATURE OF ACTION:

STEPS NEEDED TO IMPLEMENT ACTION:

- Ordinance
- Resolution
- Motion
- Other

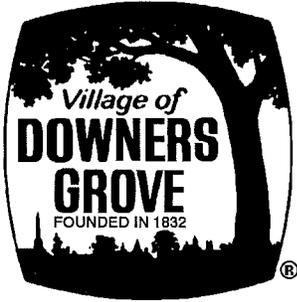
Motion to authorize execution of a contract for construction engineering services for Highland Avenue (39th to Ogden) storm sewer replacement (SW-070-20A) to Engineering Resource Associates in the amount of \$43,711.31 plus 10% contingency in the amount of \$4,371.13 for a total not-to-exceed \$48,082.44.

SUMMARY OF ITEM:

Adoption of this motion shall authorize execution of a contract for construction engineering services for Highland Avenue (39th to Ogden) storm sewer replacement (SW-070-20A) to Engineering Resource Associates in the amount of \$43,711.31 plus 10% contingency in the amount of \$4,371.13 for a total not-to-exceed \$48,082.44.

RECORD OF ACTION TAKEN:

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Engineering Resource Associates, Inc.

Project Name: Highland Avenue Storm Sewer Replacement
Proposal No.: SW-070-20A
Proposal Due: Friday, January 31, 2020 @ 9:00 A.M. – Public Works

Required of Awarded Contractor:
Certificate of Insurance: Yes

Legal Advertisement Published: Friday, January 17, 2020
This document consists of 28 pages.

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

JIM TOCK, P.E.
ENGINEERING MANAGER
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-2453
FAX: 630/434-5495
www.downers.us

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

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

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

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

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

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

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I. REQUEST FOR PROPOSALS**1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to the time and date set forth on the cover page of this RFP.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: Jim Tock, P.E. 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.

8. NONDISCRIMINATION

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- 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 Jim Tock, P.E., Downers Grove Public Works, 5101 Walnut Ave, Downers Grove, IL 60515.

19. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

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

20. STANDARD OF CARE

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

21. GOVERNING LAW AND VENUE

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

22. SUCCESSORS AND ASSIGNS

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

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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

The existing storm sewer system on Highland Ave from 39th Street to Ogden Avenue is in deteriorated condition and is in need of replacement. The existing storm sewer system also lacks the infrastructure required to provide the recommended level of service. 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 desires to replace the existing storm sewer as well install new drainage infrastructure to provide Service Level Drainage within the project limits. The desired layout for the proposed improvements will include storm sewer and/or drainage ditches.

A topographic survey of the project area has been completed and shall be used by the contracted Consultant for final design. A copy of the topographic survey will be sent to prospective proposers upon request only.

The Village is now requesting supplemental topography, drainage report, preliminary plans, final engineering plans, specifications and an engineer's estimate for improving the stormwater infrastructure for the approximate project area shown on Exhibit A.

Project scope includes, but may not be limited to:

- New drainage system (storm sewers, inlets, catch basins, ditches, driveway culverts)
- Resurfacing of Highland Avenue
- Additional inlets
- Additional larger storm sewer and/or driveway culverts
- Defining overland flow paths and ditches
- Recommended flood proofing solutions for select homeowners, if applicable
- Supplemental topographic survey, if required, at the Consultant's proposed unit prices

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

- 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.

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- 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 (if required)*

Supplemental topographic survey shall be performed by an Illinois-licensed surveyor and shall include:

- Reference lines parallel to right-of-way lines. Base lines stationing south to north and west to east.
- 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.
- 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

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

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.
- All work associated with tying supplemental topographic survey to topographic survey provided by the Village to create one cohesive topographic survey document

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 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.

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

- a. Preliminary plan submittal (50%)
 - 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 testing or sub-surface investigations will be procured by the Village.

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

- 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 paper copy of the statement of proposal 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 deliverables and reimbursable expenses, such as postage, delivery service, printing, etc. The Village shall be invoiced monthly. **Additional compensation above and beyond the “Not**

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

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

Engineering Plans/Specifications:

- One (1) hard copy and (1) electronic copy of 50% plan set and Engineer’s Opinion of Probable Cost (EOPC) due March 13, 2020.
- One (1) hard copy and (1) electronic copy of 90% plan set, special provisions, and EOPC due April 17, 2020.
- One (1) hard copy and (1) electronic copy of 100% plan set, special provisions, and EOPC due May 1, 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:

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

Jim Tock, P.E.
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, Illinois 60515
jtock@downers.us
Phone 630-434-2453
Fax 630-434-5495

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

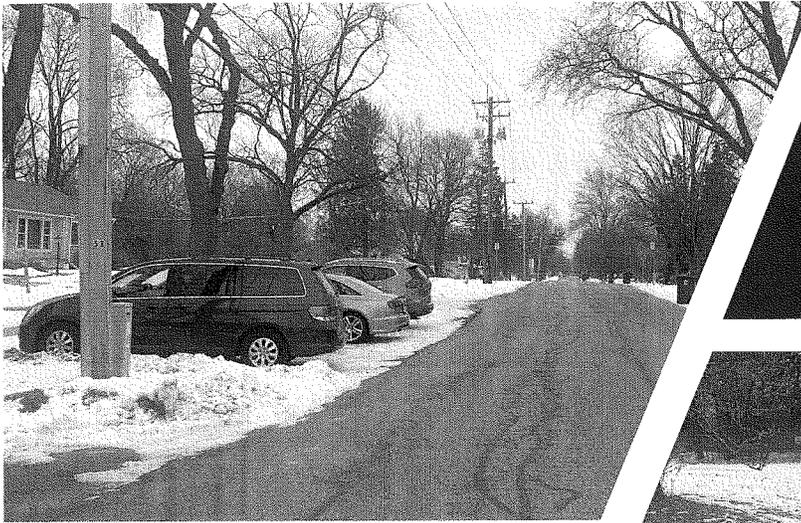
Exhibit A



Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

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

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



ENGINEERING
RESOURCE ASSOCIATES



PRIMARY CONTACT:

Marty Michalisko, PE, CFM
Project Manager/ Principal
3S701 West Avenue, Suite 150
Warrenville, IL 60555
P: 630-393-3060 x1031
MMichalisko@eraconsultants.com

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PROPOSAL FOR:

Highland Avenue Storm Sewer Replacement
(SW-070-20A)

PREPARED FOR:

Village of Downers Grove
ATTN: Jim Tock, PE
Engineering Manager
5101 Walnut Avenue
Downers Grove, IL 60515

DUE:

Friday, January 31, 2020 AT 9:00 AM

WARRENVILLE | CHICAGO | CHAMPAIGN



January 31, 2020

Jim Tock, PE
Engineering Manager
Village of Downers Grove
5101 Walnut Avenue
Downers Grove, IL 60515

Subject: Proposal for Highland Avenue Storm Sewer Replacement (SW-070-20A)

Dear Jim:

Engineering Resource Associates, Inc. (ERA) is pleased to submit our proposal to the Village of Downers Grove for the Highland Avenue Storm Sewer Replacement. Our proposal is based upon the request for proposal, our extensive knowledge of the Village, and our experience on similar assignments with the Village of Downers Grove and other local municipalities.

ERA is a civil engineering, structural engineering, environmental science, and land survey consulting firm with specialized expertise in the analysis, design, and construction of innovative stormwater solutions. We feel that we offer the following advantages on this assignment:

- 1. Project Approach** - Our project approach has been outlined in our scope of services. It includes several site visits to ensure our design pays close attention to details. Our QA/QC manager will also review the plans at three stages to minimize errors and omissions. He is also scheduled to perform site visits during his QA/QC reviews.
- 2. Staff Familiarity** - Our proposed team has vast experience working with Village staff. We have worked on many similar projects and understand their desires and goals for Phase II projects. Staff familiarity allows ERA and the Village to adjust scope as needed without significant changes to contracts.

We appreciate the opportunity to be considered for this assignment and we look forward to the opportunity to continue working with the Village of Downers Grove. If you have any questions regarding our submittal, please contact me at 630.393.3060 x1031, or via email at mmichalisko@eraconsultants.com.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mary Michalisko'.

Mary Michalisko, PE, CFM
Project Manager/Principal

WARRENVILLE

3S701 WEST AVENUE, SUITE 150
WARRENVILLE, IL 60555
P 630.393.3060

CHICAGO

10 SOUTH RIVERSIDE PLAZA, SUITE 875
CHICAGO, IL 60606
P 312.474.7841

CHAMPAIGN

2416 GALEN DRIVE
CHAMPAIGN, IL 61821
P 217.351.6268



Project Understanding and Approach

Project Understanding

Engineering Resource Associates, Inc. (ERA) understands that the Village of Downers Grove desires to replace the existing storm sewer system on Highland Avenue from approximately 39th Street to Ogden Avenue. The improvements may also include installing new drainage infrastructure to provide the recommended level of service. The desired layout for the proposed improvements will include storm sewer and/or drainage ditches.

ERA has in-house services to complete all tasks including supplemental 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.

Project scope includes, but may not be limited to:

- New drainage system (storm sewers, inlets, catch basins, ditches, driveway culverts)
- Resurfacing of Highland Avenue
- Additional inlets
- Additional larger storm sewer and/or driveway culverts
- Defining overland flow paths and ditches
- Recommended flood proofing solutions for select homeowners

Project Challenges & Ideas

ERA has identified several project challenges and offer some ideas to meet these challenges.

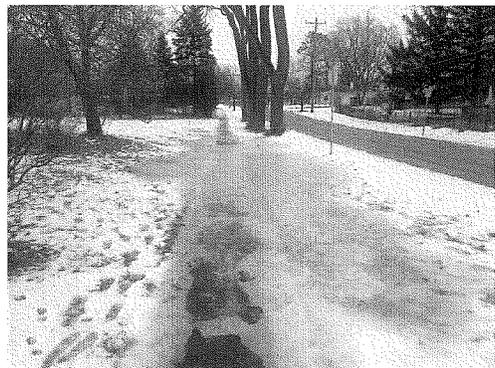
- 1. Highland Elementary School Coordination** – Both sides of Highland Avenue in front of the school appear to be used for overflow parking. Prior to design, ERA will coordinate with Highland Elementary School to gain a better understanding of how the area in front of the school is utilized from a parking and traffic flow perspective. Feedback from the school will allow us to create a more comprehensive set of contract documents that consider the school's operations and schedule.
- 
- 2. Construction Access** – The northern and southern limits of the project are dead ends and access to these areas will be limited during construction. It will be especially inconvenient for the residents at times. To minimize these inconveniences, the contractor will need to coordinate their work to minimize impacts to these residents. Provisions will be included in the contract document specifying that access shall be provided by the end of each workday unless concrete work needs to be completed.
 - 3. Highland Avenue Sag** – There appears to be a sag point in the Highland Avenue ROW near 4030 Highland Avenue. Natural drainage directs flows east to Washington Street and eventually into the wetland complex just east of Elm Street. Highland Avenue appears to be higher than adjacent properties and homes likely contributing to drainage issues in the area. Based on field evidence some homes/garages may take on water during large storm events. It is recommended that flood proofing strategies be explored during the drainage study portion of the project.



Project Understanding and Approach



- 4. Utility Coordination** – A majority of the overhead and underground utilities within the project limits are located in the parkway on the east side of Highland Avenue. This will present a challenge when developing plans that incorporate new storm sewers, drainage ditches, etc. Our first step will be to develop a design that can avoid impacting these utilities. If this proves unfeasible, ERA will coordinate with utility companies for any necessary adjustments and/or relocations to ensure clearance and cover issues are addressed prior to construction.
- 5. High Pressure Gas Main** – A monitor for a dual vault underground regulator is located in the east parkway which suggests there is a high-pressure gas main within the project limits. This high-pressure gas is fed through regulators that lower the pressure to allow for distribution. Typically, these are located in easements because they are difficult and costly to relocate. The appropriate measures will be taken to avoid impacting these specific areas.
- 6. Drainage Problem at 41st Street Intersection** – The sidewalk at the intersection of Highland Avenue and 41st Street appears to be holding water. Drainage improvements will be identified during the drainage study task.





Project Understanding and Approach

Scope of Services

The anticipated scope of services is provided below.

Street	From	To	Length
Highland Avenue	North of Ogden	Dead end near 39 th Street	2,370 ft.

1. Meetings/Coordination/Site Visits – We will work closely with staff and other stakeholders to maintain communication throughout the duration of the project including obtaining information, providing progress updates and discussing relevant issues. ERA will provide coordination with key stakeholders such as reviewing agencies and other parties having an interest in the project. This task includes preparation of meeting agendas in advance of meetings and preparation of minutes prepared and distributed following the meeting. The following meetings, site visits and coordination are anticipated:

- 1.1 Facilitate four meetings with the Village to discuss project issues. It is anticipated that the meetings will occur at the kickoff stage, project alternatives, 50% and 90% plans.
- 1.2 One stakeholder meeting hosted by the Village.
- 1.3 General phone and email coordination with the Village.
- 1.4 Site visit to verify existing conditions survey and to identify design challenges and difficult areas along the corridor performed by the design team.
- 1.5 Site visit by project manager (Brian Dusak) prior to submittal of 50% plans, specs, estimates.
- 1.6 Site visit by project manager (Brian Dusak) prior to submittal of 90% plans, specs, estimates.

2. Wetland Delineation – ERA will provide a wetland investigation of the area near 4030 Highland Avenue. The remainder of the project looks free and clear of wetlands. ERA will stake wetlands with pin flags and/or marking tape labeled “wetland” and prepare a written wetland delineation report in accordance with current Federal wetland methodology and the DuPage County Countywide Stormwater and Flood Plain Ordinance (DCSFPO) wetland standards. ERA will meet with the DuPage County or Village wetland staff on-site to verify accuracy of staked wetland limits. ERA will prepare a delineation report containing:

- Army Corps of Engineers (ACOE) data forms;
- Documentation of verification of threatened and endangered species consultation with appropriate Federal and State agencies;
- Documentation of verification of wetland boundary through consultation with the DuPage County’s wetland staff;
- Aerial map exhibit of site showing approximate locations of data sampling points, and wetland delineation lines;
- Floristic Quality Assessment per DCSFPO requirement;
- Wildlife habitat assessment using the Modified Michigan Department of Natural Resources methodology per DCSFPO requirement;
- Identification of off-site wetlands within 100’ of the project;
- Copy of DuPage County wetland map;
- Copy of soil map;
- Site photos as necessary to describe wetland; and
- Narrative of applicable wetland regulations.



Project Understanding and Approach

- 3. Supplemental Topographic Survey** – It is our understanding that a complete survey of the area will be provided by the Village in CAD format. ERA will utilize this survey as our base plans. ERA has included supplemental topographic survey work, if required, in areas that may need additional detail and potential wetland flags under our proposed price per 100-linear feet of ROW topo and price per ½ acre for additional survey on private properties.
- 4. Utility Coordination** – ERA will perform a design JULIE to identify public utilities in the area. ERA will submit base plans, 50%, 90%, and 100% design plans to the utility companies for review and comment. ERA will coordinate with the utility companies to continually refine their scope of work and construction schedule to help ensure that the project does not get delayed due to relocation of any utilities.
- 5. Drainage Study/Report** – ERA will complete a drainage study that will identify areas that do not meet the Service Level Drainage Event. ERA will provide conceptual level plans/exhibits/cost estimates for up to three design alternatives. A report will be submitted that identifies property acquisition, potential grants, costs, etc. for the proposed alternatives. The report will contain flood proofing recommendations for select homeowners.
- 6. Plans, Specs, Estimates (50%, 90%, 100%)** – This task includes the preparation of PS&E (50%, 90%, 100%) for the drainage and roadway improvements. It is anticipated that plans will include the following sheets:
 - a. Cover Sheet and Location Map
 - b. General Notes and Typical Sections
 - c. Summary of Quantities and Schedule of Quantities
 - d. Alignment, Ties and Benchmarks
 - e. Traffic Control Plans and Details
 - f. Plan and Profile Sheets
 - g. Utility Plans
 - h. Intersection Details
 - i. Cross-Sections
 - j. Stormwater Pollution Prevention Plans
 - k. Restoration Plans
 - l. Tree Removal and Preservation Plans
 - m. Construction Details

This task includes the preparation of specifications and an engineer's opinion of probable construction cost.

- 7. QA/QC Review** – ERA has assigned Brian Dusak to perform internal QA/QC reviews prior to issuing the 50%, 90% and 100% PS&E. He will review the plans a week prior to the due date to ensure it meets Village standards.
- 8. Permitting** –The following permits have been identified. ERA will work with the jurisdictional authorities to acquire approval. Work will include summary reports and documentation to demonstrate regulations are being met.



Project Understanding and Approach

- Village of Downers Grove – PS&E review and approvals and stormwater management approval. It is estimated that no detention or BMPs will be required. There may be some small impacts to a wetland near 4030 Highland Avenue. It is anticipated that the design will attempt to minimally impact special management areas.
- IEPA (NPDES/NOI) – erosion control and stormwater quality.

9. Bidding Assistance – ERA will provide bidding assistance for the project. This work will include answering bidder questions throughout the duration of the work. It is anticipated that the Village will perform the remaining of the bidding and construction assistance.

Deliverables

The following deliverables are anticipated:

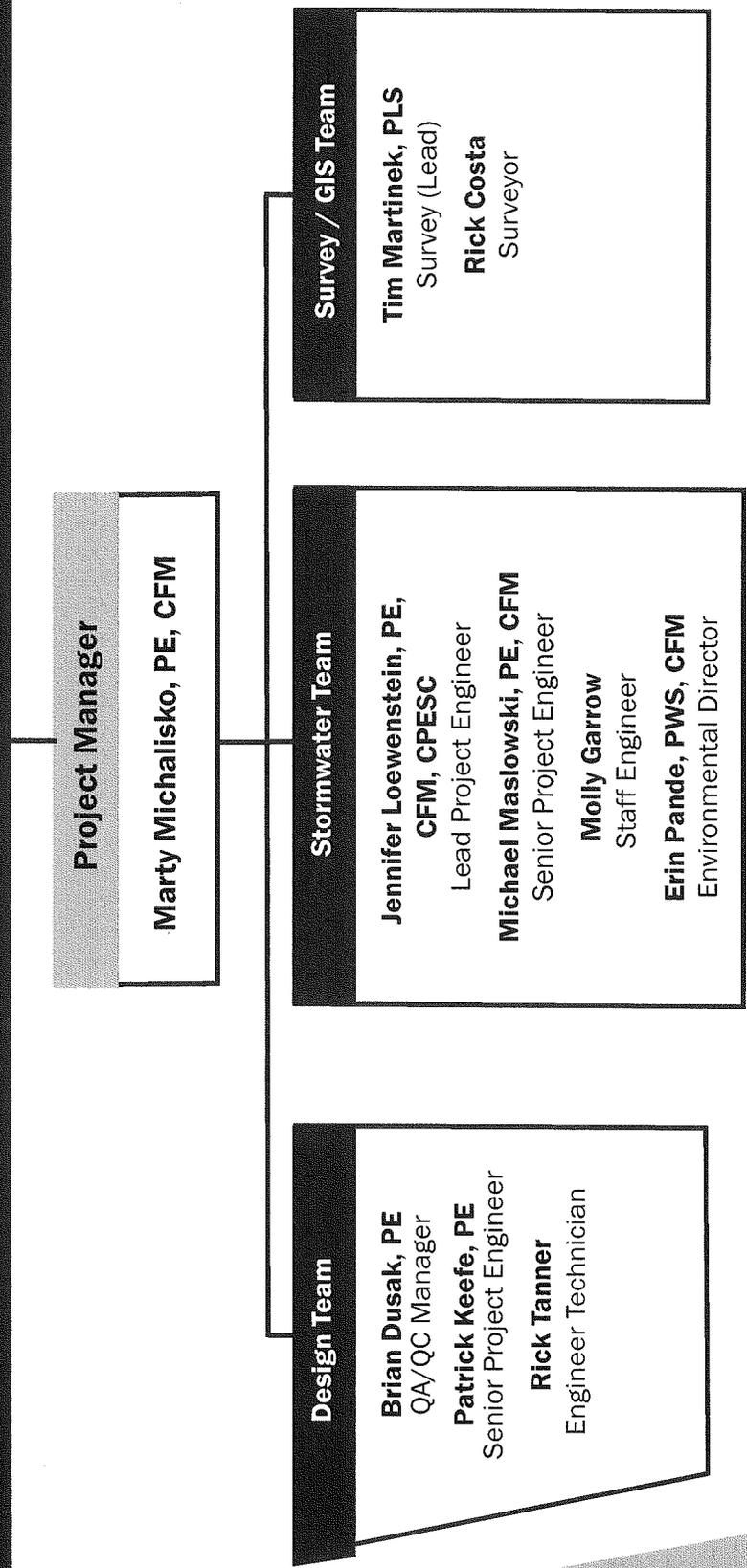
- One (1) hard copy and one (1) electronic copy of the stormwater report
- One (1) hard copy and one (1) electronic copy of 50% PS&E
- One (1) hard copy and one (1) electronic copy of 90% PS&E
- One (1) hard copy and one (1) electronic copy of 100% PS&E
- One (1) CD containing electronic copies of all final project files, drawings and any support documentation

Schedule

The following schedule is anticipated for the project:

Project Initiation	February 7, 2020
Drainage Study Report	February 28, 2020
Submit 50% PS&E	March 13, 2020
50% Review Comments	March 27, 2020
Submit 90% PS&E	April 17, 2020
90% Review Comments	April 24, 2020
Submit 100% PS&E for Bidding	May 1, 2020
Open Bids	May/June 2020
Begin Construction	Summer 2020

Village of Downers Grove





Molly Garrow
Staff Engineer

Project Experience:

Lacey-Winchester Culverts and LOMR, Lisle, IL – Design Engineer completed hydraulic analysis of Tributary 3 of the East Branch DuPage River (Schwartz Creek) that studied the effect of culverts in this residential area. ERA incorporated the effective LOMRs and historic data into the surveyed conditions to create a LOMR submittal that accurately remapped the study area.

Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL – Project Engineer for site plan review of proposed commercial and residential projects in Downers Grove ensuring compliance with DuPage County and the Village of Downers Grove Stormwater and Floodplain Ordinance. Molly conducted site visits to better assist in the review of grading, wetland impacts, BMPs, detention volumes and compensatory storage. Molly generated stormwater, floodplain, wetland, LPDA and BMP comments for applicants to comply with Village and County codes.

Drendel and Cross Storm Sewer Improvements, Downers Grove, IL – Design Engineer analyzed the flooding conditions around the Belmont Prairie. Residential flooding and structural damage in this area resulted from a complex mix of inadequate stormwater drainage, silted storm sewers and poorly defined overland flow paths. ERA utilized XPSWMM 1D to perform the hydrologic/hydraulic modeling. Several design alternatives were analyzed and a final design was created that allowed low flows to reach the wetland and high flows to enter the storm sewer. This final design reduced the risk of flooding at the surrounding residences while maintaining the health of the wetlands.

Flood Prone Area Studies - 2017 Project III, Wheaton, IL – Design Engineer analyzed four drainage basins comprising of approximately 140-acres of primarily residential areas near Wheaton College. The drainage system was a mix of undersized storm sewers and poorly defined overland flow paths. ERA utilized XPSWMM 2D to perform the hydrologic/hydraulic modeling. Several design alternatives were analyzed for cost/benefits and were compared to buying out flood prone properties.

Hobson Mill Drive Culvert, Naperville, IL - Molly completed Phase II stormwater engineering services for the replacement of structurally deteriorated culverts located in the floodway/floodplain under Hobson Mill Drive. The new culvert design improved the hydraulic efficiency, and fixed downstream streambank erosion. Permitting included Kane/DuPage Soil and Water Conservation District (KDSWCD), USACOE and DuPage County Stormwater Submittal.

Substantial Improvement/Damage Standard Operating Guide, Des Plaines, IL - Molly was responsible for reviewing and updating the Substantial Damage SOG to provided clear and consistent procedures for determining substantial damages to structures within the regulatory floodplain. Molly also prepared written procedures to enforce substantial improvement requirements.



Education/Certifications:

- Bachelor of Science in Biological Systems Engineering – Environment and Natural Resources - University of Wisconsin – Madison 2014
- Engineer In Training (EIT)

Areas of Focus:

- Permitting processes of DuPage County Countywide Stormwater and Flood Plain Ordinance
- Permitting processes of state and federal permitting agencies
- Drainage investigations of flood prone areas
- Stormwater/floodplain modeling
- HEC-2, HEC-RAS, HY-8, XPSWMM

Professional Experience:

- Engineering Resource Associates Project Engineer (2017-Present)
- Reserve Advisors, Inc. (2014-2017)

Years of Experience:

- 5 years, 2 with ERA



CERTIFICATE OF LIABILITY INSURANCE

9

DATE (MM/DD/YYYY)
01/31/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-800-527-9049 Holmes Murphy and Associates - Peoria 311 S.W. Water Street Suite 211 Peoria, IL 61602-4108	CONTACT NAME: Audrey McNeill PHONE (A/C, No, Ext): 800-527-9049 FAX (A/C, No): E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: SENTINEL INS CO LTD</td> <td>11000</td> </tr> <tr> <td>INSURER B: HARTFORD ACCIDENT & IND CO</td> <td>22357</td> </tr> <tr> <td>INSURER C: XL SPECIALTY INS CO</td> <td>37885</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: SENTINEL INS CO LTD	11000	INSURER B: HARTFORD ACCIDENT & IND CO	22357	INSURER C: XL SPECIALTY INS CO	37885	INSURER D:		INSURER E:		INSURER F:	
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INSURED Engineering Resource Associates, Inc. 3S701 West Street, Suite 150 Warrenville, IL 60555															

COVERAGES **CERTIFICATE NUMBER: 56941476** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			83SBWZQ6429	08/15/19	08/15/20	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			83UEGNM2684	08/15/19	08/15/20	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			83SBWZQ6429	08/15/19	08/15/20	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N <input checked="" type="checkbox"/> N / A	83WEGLV8434	08/15/19	08/15/20	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability Claims Made			DPR9946856	08/15/19	08/15/20	Each Claim 3,000,000 Aggregate 3,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project Name: Highland Avenue Storm Sewer Replacement
 Proposal No.: SW-070-20A
 Village of Downers Grove is an additional insured on the General and Auto liability as required by written contract with the insured, per policy terms and conditions.
 A 30 day notice of cancellation applies per policy terms and conditions.

CERTIFICATE HOLDER Engineering Resource Associates, Inc. Attn: Susan Helwig & John Mayer 3S701 West Ave. Suite 150 Warrenville, IL 60555 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ENGINEERING
RESOURCE ASSOCIATES



PRIMARY CONTACT:

Marty Michalisko, PE, CFM
Project Manager/ Principal
3S701 West Avenue, Suite 150
Warrenville, IL 60555
P: 630-393-3060 x1031
MMichalisko@eraconsultants.com

NOT-TO-EXCEED FEES FOR:

Highland Avenue Storm Sewer Replacement
(SW-070-20A)

PREPARED FOR:

Village of Downers Grove
ATTN: Jim Tock, PE
Engineering Manager
5101 Walnut Avenue
Downers Grove, IL 60515

DUE:

Friday, January 31, 2020 AT 9:00 AM

WARRENVILLE | CHICAGO | CHAMPAIGN

DF-824-039
REV 12/04

AVERAGE HOURLY PROJECT RATES

FIRM Engineering Resource Associates, Inc.

PSB Highland Avenue Storm Sewer Replacement

DATE 01/30/20

SHEET 1 OF 5

PAYROLL CLASSIFICATION	TOTAL PROJECT RATES			Meetings/Coordination/Sit			Wetland Delineation			Supplemental Topographic/Utility Coordination			Drainage Study/Report					
	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg			
Professional Engineer VI	0																	
Professional Engineer V	27	6.54%	3.60	8	33.33%	18.33							8	10.00%	5.50			
Professional Engineer IV	32	7.75%	3.87	8	33.33%	16.67				4	20.00%	10.00						
Professional Engineer III	2	0.48%	0.23															
Professional Engineer II	92	22.28%	9.36	8	33.33%	14.00				8	40.00%	16.80	16	20.00%	8.40			
Professional Engineer I	0																	
Structural Engineer III	0																	
Staff Engineer II	60	14.53%	4.94															
Staff Engineer I	108	26.15%	7.06				4	66.67%	18.00				24	30.00%	10.20			
Engineering Technician V	80	19.37%	7.22										24	30.00%	8.10			
Engineering Technician IV	8	1.94%	0.62															
Professional Surveyor I	0												8	10.00%	3.20			
Surveyor III	0																	
Environmental Director	4	0.97%	0.42															
Administrative Staff III	0.001	0.00%	0.00				2	33.33%	14.50									
	0									0.001	100.00%	25.00						
	0																	
	0																	
	0																	
	0																	
	0																	
	0																	
	0																	
	0																	
	0																	
	0																	
TOTALS	413.001	100%	\$37.31	24	100.00%	\$49.00	6	100%	\$32.50	0.001	100%	\$25.00	20	100%	\$40.40	80	100%	\$35.40

PREPARED BY THE AGREEMENTS UNIT

Printed 1/30/2020 11:16 AM



Costs for Additional Tasks

Unit Costs for Additional Tasks

Task 2: Cost of Topographic Survey per 100 LF of additional ROW - \$300

Task 3: Cost of Topographic Survey per ½ acre of private property - \$1,500



**Supplement No. 1 for
RFP SW-070-20A**

Additional Survey

The following includes additional scope and cost information to supplement the work outlined under Task 3 in the original proposal.

Additional Task 3 Scope: This additional task includes obtaining invert elevations for existing utilities within the project limits.

Additional Task 3 Cost: \$800

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

V. PROPOSAL/CONTRACT FORM

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

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

PROPOSER:

Engineering Resource Associates, Inc.

Date: January 31, 2020

Company Name

mmichalisko@eraconsultants.com

3s701 West Avenue, Suite 150

Email Address

Street Address of Company

Marty Michalisko, Principal

Warrenville, IL 60555

Contact Name (Print)

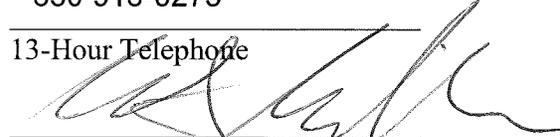
City, State, Zip

630-918-0273

630-393-3060

13-Hour Telephone

Business Phone


Signature of Officer, Partner or
Sole Proprietor

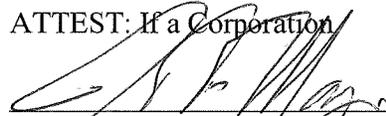
630-393-2152

Fax

Marty Michalisko, Principal

Print Name & Title

ATTEST: If a Corporation


Signature of Corporation Secretary - John Mayer

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

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

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)



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: Engineering Resource Associates, Inc.

ADDRESS: 3s701 West Avenue, Suite 150

CITY: Warrenville

STATE: Illinois

ZIP: 60555

PHONE: 630-393-3060 **FAX:** 630-393-2152

TAX ID #(TIN): 36-3686466

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

REMIT TO ADDRESS (IF DIFFERENT FROM ABOVE):

NAME: _____

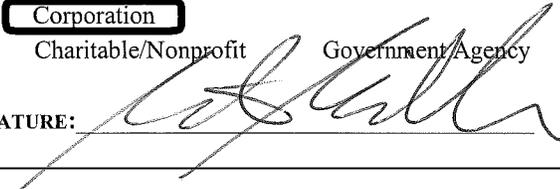
ADDRESS: _____

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: January 31, 2020

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

PROPOSER’S CERTIFICATION (page 1 of 3)

With regard to Highland Avenue Storm Sewer Replacement (SW-070-20A), Proposer Engineering Resource Associates, Inc. hereby certifies the following:
(Name of Project) (Name of Proposer)

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

BY: [Signature]
Proposer's Authorized Agent

3 6 - 3 6 8 6 4 6 6

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 31 day of January, 2020.

[Signature]
Notary Public



Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

PROPOSER’S CERTIFICATION (page 2 of 3)

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Engineering Resource Associates, Inc., and the full names of its Officers are as follows:

President: Jon Green

Secretary: John Mayer

~~Treasurer:~~ Principals: Jacob Wolf, Marty Michalisko, Brian Dusak

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

(b) Limited Liability Company (LLC)

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

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

Manager or Member: _____

(c) Partnership

Names and Addresses of All Members of Partnership:

The partnership does business under the legal name of: _____

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

_____.

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

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 Holmes Murphy and Associates

Agent Audrey McNeill

Street Address 311 S.W. Water Street, Suite 211

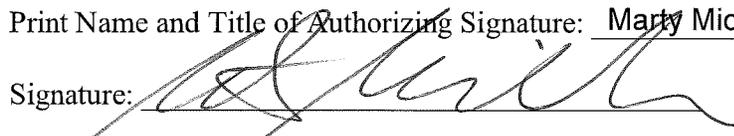
City, State, Zip Code Peoria, IL 61602-4108

Telephone Number 800-527-9049

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

Print Name of Company: Engineering Resource Associates, Inc.

Print Name and Title of Authorizing Signature: Marty Michalisko, Principal

Signature: 

Date: January 31, 2020

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

Suspension or Debarment Certificate
--

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

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

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

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

Company Name: Engineering Resource Associates, Inc.

Address: 3s701 West Avenue, Suite 150

City: Warrenville, IL Zip Code: 60555

Telephone: (630) 393-3060 Fax Number: (630) 393-2152

E-mail Address: mmichalisko@eraconsultants.com

Authorized Company Signature: 

(Print)Name: Marty Michalisko Title of Official: Principal

Date: 01/31/2020

Village of Downers Grove – RFP Highland Avenue Storm Sewer Replacement (SW-070-20A)

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.

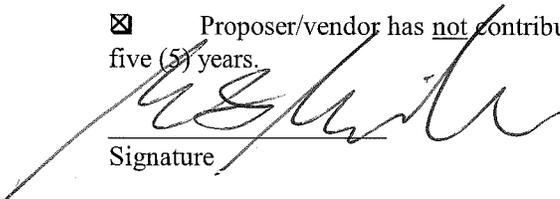
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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 _____ Marty Michalisko
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

2020-2024 Capital Project Sheet

Project # **SW-070**

Project Description **Storm Sewer Replacement, Annual Element**

Project summary, justification and alignment to Strategic Plan

This project accounts for future annual replacement of existing storm sewers, which have reached the end of their useful life. As individual projects are identified, project sheets are created and the amounts herein are reduced accordingly.

Cost Summary	New	Maintenance	Replacement	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future Years	TOTAL
Professional Services										-
Land Acquisition										-
Infrastructure		X		750,000	750,000	750,000	750,000	750,000		3,750,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
TOTAL COST				750,000	750,000	750,000	750,000	750,000	-	3,750,000

Funding Source(s)	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future Yrs	TOTAL
443-Stormwater Fund ▼	750,000	750,000	750,000	750,000	750,000		3,750,000
▼							-
▼							-
▼							-
TOTAL FUNDING SOURCES	750,000	750,000	750,000	750,000	750,000	-	3,750,000

Project status and completed work

Ongoing Program.

Grants (funded or applied for) related to the project.

Impact-annual operating expenses	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

Impact on the operating budget will be determined after the project is designed.

Map/Pictures of Project



Priority Score **A**

Project Manager: **John Welch**

Program: **394** Department: **Public Works**