

VILLAGE OF DOWNERS GROVE
Report for the Village
12/8/2020

SUBJECT:	SUBMITTED BY:
Development Review Services - Stormwater Consultant Contracts – Engineering Resources Associates and Robinson Engineering Ltd.	Stan Popovich, AICP Director of Community Development

SYNOPSIS

A motion has been prepared to authorize two individual three year contracts for stormwater related development review services with Engineering Resources Associates (ERA) and Robinson Engineering, Ltd. in a not-to-exceed amount of \$70,000 per year for each contract.

STRATEGIC PLAN ALIGNMENT

The goals for 2019 – 2021 include *Exceptional Municipal Services*.

FISCAL IMPACT

The FY21 budget includes \$140,000 for development review services specifically associated with stormwater and wetland permit review matters. The majority of this expense is recaptured through development related fees paid by permit applicants.

RECOMMENDATION

Approval on the December 8, 2020 consent agenda.

BACKGROUND

The Village's Community Development Department manages the development review process. Many projects contain challenging stormwater, grading and wetland issues with potential impacts which are not always evident. This occurs in a complex regulatory environment, with the Village having full waiver status and responsibility for enforcing the DuPage County Stormwater Ordinance. Simple reviews are completed in-house with existing staff. However, other permits, including new single family residential permits, may demand modeling or greater working knowledge of the stormwater ordinance, best management practices and other tools and data that are not readily available to in-house staff.

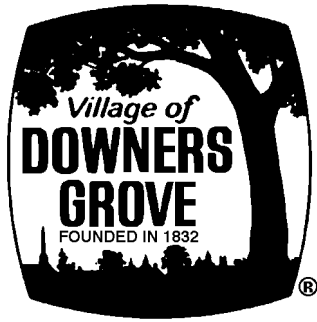
Approximately every five years, the Village issues a Request for Proposal (RFP) for stormwater review services from consultants who work in the area, complete municipal reviews for other municipalities and are familiar with the DuPage County Ordinance. The Village received six submittals, including submittals from the Village's two current stormwater review service providers Engineering Resources Associates (ERA) and Robinson Engineering, Ltd. (Robinson). Staff recommends hiring both of these firms again to assist with the significant number of plans that require stormwater, grading or wetland review services. Both firms maintain interest in sharing the contractual services.

ERA has satisfactorily provided stormwater and wetland related review services for the last 12 years. ERA has provided exceptional customer service, technical expertise and has rates that are comparable to other similar engineering firms. Robinson has satisfactorily provided stormwater and wetland related review services for the last five years. Robinson has also provided exceptional customer service, technical expertise and has rates that are comparable to other similar engineering firms. It is beneficial to have two engineering firms available to the Village to ensure reviews are completed in a timely manner and that fees remain competitive on behalf of the Village's customers.

ATTACHMENTS

Contracts

Village of Downers Grove



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: Engineering Resource Associates Inc.

Project Name: Stormwater Permit Review Services
 Proposal No.: RFP-0-28-2020/DC
 Proposal Due: 12:00 pm, Friday, October 30, 2020

Required of Awarded Contractor:

Certificate of Insurance: Yes

Legal Advertisement Published: October 16, 2020

Date Issued: October 16, 2020

This document consists of 25 pages.

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

VILLAGE OF DOWNERS GROVE
 801 BURLINGTON AVENUE
 DOWNERS GROVE, IL 60515
 PHONE: 630/434-6811
 FAX: 630/434-5571
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 Village Hall, 801 Burlington 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, 2 additional paper copies and 1 electronic copy on a flash drive 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 12:00pm, Friday, October 30, 2020.
- 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: Stan Popovich, 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 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

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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. BACKGROUND

The Village of Downers Grove is a complete waiver community under the provisions of the DuPage County Countywide Stormwater and Flood Plain Ordinance (County Ordinance). Therefore, all aspects of the County Ordinance within the Village's corporate limits are enforced by the Village, with the exception of floodway reviews, which remain under the authority of the Illinois Department of Natural Resources - Office of Water Resources (IDNR-OWR). The Village is seeking professional consultant services to meet the following objectives:

- A. To ensure accurate enforcement of Village, County, State, and Federal stormwater, floodplain, and related environmental standards.
- B. To meet the technical expertise requirements of the County Ordinance.
- C. To absorb peak review workloads.
- D. To achieve consistency of code interpretation.
- E. To provide additional stormwater engineering and related expertise, as needed.

In addition to floodplain areas mapped by FEMA and DuPage County, the Village has a significant number of wetlands and localized poorly drained areas (LPDAs). The LPDAs are regulated very similar to FEMA floodplains.

Although the Village may request review by the Consultant on any project requiring a permit, the permits typically sent to consultants are:

- New single family residential
- Major additions to single family residential
- Major commercial development and redevelopment
- Stormwater detention
- Subdivision improvement plans
- Village infrastructure projects
- Other significant drainage/wetland projects

Many of these consultant review projects may include floodplain, riparian, floodway, wetland, buffers and LPDAs.

The Village desires the selected Consultant to be well-qualified in all of the following areas:

- A. General municipal engineering / site development regulatory review
- B. General stormwater expertise / drainage review
- C. DuPage County Countywide Stormwater and Floodplain Ordinance
- D. Village Stormwater and Flood Plain Ordinance
- E. Wetland / riparian and buffer review
- F. Floodplain review and modeling (demonstrated FEQ expertise desired but not required)
- G. Structural engineering review
- H. Surveying

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If the Consultant's staff does not meet technical expertise requirements for all 8 areas, an agreement with one or more sub-consultants may be considered. However, the Village may choose to select a Consultant based solely on expertise in just one area. The Village also reserves the right to select more than one consultant, in order to help with periods of peak workload or potential conflicts of interest.

2. DETAILED SCOPE OF ENGINEERING SERVICES

- A. Review stormwater permit applications associated with proposed land development and redevelopment projects for compliance with Village, County, State, and Federal standards as applicable. Consultant must be familiar with Village, DuPage County, IDNR, IEPA, IDOT, IHPA, FEMA, and U.S. Army Corps of Engineers requirements.
- B. Review preliminary site plans and other information associated with petitions for zoning or land use decisions. The Village may request a "preliminary review" of information provided for said petitions, focusing on whether or not a project is generally feasible per stormwater standards.
- C. Coordinate review by outside agencies and other consultants, including but not limited to the Downers Grove Park District, DuPage County Forest Preserve District, DuPage County, IDNR, IEPA, IDOT, IHPA, NRCS, FEMA, and the U.S. Army Corps of Engineers.
- D. Write a review letter to the Village for each permit submittal cycle. If a submittal is not sufficiently complete to warrant a full review, the Consultant shall send a letter stating such to the Village.
- E. Confer with the Village Stormwater Administrator(s) in all cases where code language may be subject to interpretation.
- F. Seek opinions from DuPage County, the State of Illinois, or Federal agencies when needed to guide code interpretations.
- G. Projects may include the following: review of Village-designed plans; survey work; preliminary designs and cost estimates; structural engineering review; and watershed modeling of limited size areas.
- H. Review site engineering plans, plats, stormwater calculations, and technical reports for subdivisions, planned developments, and individual site development projects.
- I. Review of maintenance and monitoring submittals for SMAs.
- J. Ability to review both hard copy and electronic plan sets.
- K. Consultants may be required to visit the proposed site, as necessary
- L. Consultants shall pick up plans/submittals from the Village if electronic plans are not available.
- M. The Village anticipates updating its permit software within the contract timeframe and move towards more electronic submittals and reviews. The consultant shall have the ability to review plans electronically.
- N. To meet Village turnaround goals of 10 business days for a first review and 5 business days for a re-submittal, the consultant will be required to provide comments as shown in Item 5 (Schedule) below.
- O. Assist with preparing easements.

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3. DELIVERABLES

- A. Review letters and other correspondence as required by the Scope.
- B. Plans, specifications, and/or estimates for any special projects as applicable.
- C. Monthly billing invoices accompanied by detailed descriptions of the project (e.g. “floodplain review for 123 Main Street, Permit Number xx-xxx-xxxx”). Separate project numbers shall be assigned for each review project, and the total project billing shall be calculated and provided to the Village via e-mail with the Consultant’s recommendation for permit approval. Services not chargeable to specific development project reviews shall be invoiced separately.

4. PROVISIONS BY VILLAGE

The Village can provide the selected Consultant one copy of each of the following, as needed:

- A. Village of Downers Grove Stormwater and Flood Plain Ordinance (available at <https://downersgrove.municipalcodeonline.com/book?type=ordinances#name=PREFA CE>)
- B. DuPage County Countywide Stormwater and Floodplain Ordinance. (available at https://www.dupageco.org/EDP/Stormwater_Management/Regulatory_Services/1420/)
- C. Current Village Drainage Control map (available in ESRI digital file format).
- D. Digital Flood Insurance Rate Maps (available in Adobe or ESRI GIS file formats).
- E. Village standard detail drawings and other Village standards as available.
- F. Village checklists for grading plan and stormwater permit review.
- G. Standard format for Village review letters as needed.

Please note that these documents are provided as a courtesy. It remains the consultant’s responsibility to ensure that current and correct regulatory data is used.

5. SCHEDULE

This Contract shall be in effect from January 1, 2021 until the conclusion of the Village’s 2023 fiscal year on December 31, 2023. Any annual rate adjustments shall be as stated in the proposal and as agreed upon by the Village in the RFP selection process.

Following are the required schedule performance requirements for reviews:

Project Type	Allowable Return Time
Preliminary / Concept Review	2 business days
Standard Review - First Review (may include flood plain, wetland, LPDA or detention basins)	7 business days

Village of Downers Grove

Standard Review - Resubmittal (may include flood plain, wetland, LPDA or detention basins)	4 business days
Subdivision / Planned Development Review	7 business days
Special Projects	As agreed upon per project

6. CONSULTANT PROPOSAL CONTENT

Proposals should be as succinct as possible. Unnecessary promotional material will only detract from the overall presentation. Include the following elements:

- A. Name and address of the firm's local office and primary contact person. The Village prefers consultant to be within 25 miles of the Village boundary. Primary contact person shall remain consistent throughout the course of the contract unless otherwise approved by the Village in writing.
- B. Résumés of key and support staff. Consultant shall not alter key staff members providing services under this contract unless otherwise approved by the Village in writing.
- C. Any sub-consultant services and their qualifications planned for this project, as well as resumes for key sub-consultant personnel.
- D. Pertinent project experience summary sheets of the firm(s) with names of project contacts, cost, location, and brief project descriptions. Appropriate projects within the last 3 years are sufficient.
- E. Statement of what areas of technical expertise are met by the Consultant in accordance with Section 15-17.D of the County Ordinance and the list above.
- F. List of all current and recent clients for projects within the Village (within the past 3 years). Also include this information for any subsidiaries or other companies in which the Consultant has a significant financial interest.
- G. A brief description of any disputes and litigation resulting from engineering services performed within the last three (3) years.
- H. Any limitation on the total number of staff hours that can be allocated to work under this contract on a monthly basis.

7. COMPENSATION

The Village generally uses the method of compensation for professional engineering services to be based on hourly-charged rates plus expenses with a not-to-exceed total cost. The Consultant will be compensated on a direct time and materials basis. No minimum or maximum workload is implied by this Contract.

Included within the overall sealed proposal, list the hourly rates of staff indicated in the above Item 6.B, your proposed burden, fringe, overhead and profit rates (multiplier). Provide annual rate adjustments in the proposal, if necessary.

Village of Downers Grove

8. CONSULTANT EVALUATION

Proposals will be evaluated based on the following criteria:

- A. Capability and experience on comparable projects.
The Consultant must demonstrate meeting applicable technical expertise requirements as outlined in Section 15-17.D. of the County Ordinance.

- B. Proposed staff and hourly rates
Demonstrate the appropriate mix of design professionals and technical staff and experience on similar projects. The Village desires to maintain hourly rates that are consistent with industry standards while providing high quality services to our customers.

9. OTHER PERTINENT DETAILS

The Village is a full-waiver community under the County Ordinance. The Department of Community Development will administer this contract. The primary points of contact will be the Director of Community Development, the Village's Stormwater Administrator(s) and the Village's Development Engineers.

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:
Stormwater Permit Review Services

PREPARED FOR:
Village of Downers Grove
801 Burlington Avenue
Downers Grove, IL 60515

DUE:
Friday, October 30 at 12:00 PM

WARRENVILLE | CHICAGO | CHAMPAIGN



October 30, 2020

Stan Popovich
Director, Community Development
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515

Subject: Proposal - Stormwater Permit Review Services

Dear Stan:

Engineering Resource Associates, Inc. (ERA) is pleased to submit this Professional Engineering Proposal to the Village of Downers Grove for Stormwater Permit Review Services. Our proposal was prepared in accordance with the Request for Proposal, our current experience working for the Village of Downers Grove, and our experience on similar assignments. ERA is uniquely qualified to provide services in each category of work outlined in the Village of Downers Grove's Request for Proposal. This statement highlights our expertise and presents several advantages ERA will offer on this project including:

- **Experience with the Village of Downers Grove Stormwater and Flood Plain Ordinance** – Since 2008, ERA has successfully performed stormwater, environmental, and BMP reviews for village staff. In addition, we have completed numerous public improvement projects for the village. These projects have included drainage studies, construction of stormwater management and recreational facilities, streambank stabilization, and roadway reconstruction.
- **Primary Review Engineer** – Mike Maslowski, PE, CFM has been the Village's primary review engineer for the past 7 years. He prioritizes Downers Grove work and has consistently met review deadlines. He knows Village policies so well he is like an extension of staff. He will continue to serve as primary reviewer.
- **Extensive Knowledge of DuPage County's Stormwater and Flood Plain Ordinance** – For 15 years, ERA had served as DuPage County's primary review consultant. During that time, our staff has:
 - Successfully completed over 1,000 reviews involving stormwater facilities, wetland mitigations, riparian mitigations, and flood plain impacts.
 - Actively assisted DuPage County with revisions to the ordinance and served as authors of the BMP Technical Guidance Manual.
 - Written technical papers on County policy issues requiring direction or clarification.
 - Regularly attended the Municipal Engineers and Stormwater Ordinance Review meetings to remain abreast of new ordinance changes.
- **General Municipal Engineering & Site Development Review Experience** – ERA has performed municipal and site development review services for several municipalities and counties in northeastern Illinois. Clients include the Village of Downers Grove, City of Elmhurst, Village of Lisle, Village of Bensenville, DuPage County, McHenry County, City of Elgin, Village of Glen Ellyn, Village of Carol Stream, Village of Carpentersville, City of Naperville, and Village of Lily Lake, among others.

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

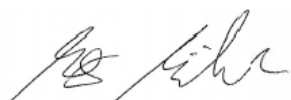
CHAMPAIGN

2416 GALEN DRIVE
CHAMPAIGN, IL 61821
P 217.351.6268

- **General Stormwater Expertise & Drainage Review** – ERA has performed stormwater and drainage review services for several municipalities, counties and park districts in northeastern Illinois. Clients include the Village of Downers Grove, Village of Bensenville, Village of Carol Stream, DuPage County, City of Naperville, Village of Glen Ellyn, McHenry County, Village of Lily Lake, City of Elgin and Bolingbrook Park District.
- **Flood Plain Review and Modeling** – ERA has performed flood plain reviews and reviews of hydrologic and hydraulic models for several municipalities and counties in northeastern Illinois. Clients include the Village of Downers Grove, Village of Bensenville, Village of Carol Stream, DuPage County, City of Naperville, Village of Glen Ellyn, McHenry County, Village of Lily Lake, and the City of Elgin. Our staff has also developed drainage studies, and performed extensive watershed modeling using numerous models including XPSWMM, PCSWMM, EPASWMM, FEQ, FEQUTIL, PVSTATS, HEC-HMS, HEC-RAS, TR-20, Etc.
- **Wetland/Riparian Review** – ERA has performed wetland and riparian reviews for several municipalities in northeastern Illinois. Clients include the Village of Downers Grove, Village of Bensenville, Village of Carol Stream, City of Elgin, Village of Hanover Park, City of Warrenville, and the City of Wheaton among others.
- **Team Diversity and Consistency** – Our project team has performed municipal reviews together for numerous years. The consistency in the team members has created quality, expeditious, and consistent reviews. Our team also consists of a diverse staff with varying degrees of expertise. Depending upon the level of expertise required by the specific task, the Village of Downers Grove has a variety of options for personnel assignments.
- **Comprehensive In-House Services** – ERA has the experience and staff availability to provide all services for the Village of Downers Grove using only in-house staff and resources. We do not intend to use any sub consultants for the duration of this assignment. This applies to all eight categories of work including general municipal engineering/site development regulatory review, general stormwater expertise/drainage review, DuPage County ordinance, Downers Grove ordinance, wetland/riparian review, flood plain review and modeling, structural engineering review, and surveying.

We appreciate this opportunity to submit this Proposal for stormwater permit review services and we look forward to continuing our relationship with the Village of Downers Grove on this important service. If you have any questions, please contact me at (630) 393-3060, or via email to mmichalisko@eraconsultants.com.

Respectfully submitted,
ENGINEERING RESOURCE ASSOCIATES, INC.



Marty Michalisko, PE, CFM / Engineering Resource Associates, Inc.
Principal/Project Manager
Corporate Office Location: 3s701 West Avenue, Suite 150, Warrenville, IL 60555



COMPANY PROFILE



Engineering Resource Associates, Inc. (ERA) is a consulting firm providing civil engineering, structural engineering, environmental science and surveying services to clients throughout Illinois, Indiana and Wisconsin. Our diverse clientele includes private development, municipalities, park districts, forest preserves, sanitary districts, county agencies and state agencies. We have more than 30 years of experience identifying and working with a wide variety of local, state and federal funding sources. Our staff of professionals includes licensed engineers, structural engineers, surveyors, environmental scientists, certified floodplain managers and CAD/GIS specialists.

Our firm specializes in providing comprehensive services throughout the planning, design and construction phases of engineering and environmental assignments. The following is a partial listing of the primary types of projects that have successfully been completed by our firm.

Stormwater

Hydrologic & Hydraulic Analyses, Master Plans, Watershed Studies, Ordinance & Guidance Manuals, Storm & Sanitary Modeling, Floodplain Mapping, Stream Restoration, Levee Certification, Civil/Site Plan Reviews, Permitting Assistance & CRS Services

Environmental

Wetland Mitigation & Enhancement, Stream Bank & Shoreline Stabilization, Best Management Practices (BMPs), Natural Area Restoration, NPDES Assistance & Grant Assistance

Parks and Recreation

Riverwalks, Sports Complexes, Golf Courses, Regional Trails & Paths, Community Parks, Open Spaces, Dog Parks, & State Park Improvements

Site Development

Design and Rehabilitation of Municipal Facilities, Education, Healthcare, Commercial and Residential

Transportation

Design & Rehabilitation of Roadways, Parking Facilities, Intersections, Traffic Signals, Lighting, & Streetscape

Utilities

Design & Rehabilitation of Sanitary Sewers, Storm Sewers, Water Mains & Pumping Stations

Construction

Construction Management, Bidding Assistance, Construction Layout, Observation, IDOT Documentation and Construction Administration

Structural

Phase I & Phase II Engineering for Design & Rehabilitation of Highway Bridges, Culverts, Retaining Walls, Dams & NBIS Bridge Inspections

Surveying and Mapping

Topographic Surveys, Boundary Surveys, UAV & Drone Surveys, Construction Layout & Geographic Information Services (GIS) Services

OFFICE LOCATIONS

Warrenville (Corporate Office)
3s701 West Avenue, Suite 150
Warrenville, IL 60555
Phone: (630) 393-3060

Chicago
10 S. Riverside Plaza
Suite 875
Chicago, IL 60606
Phone: (312) 474-7841

Champaign
2416 Galen Drive
Champaign, IL 61821
Phone: (217) 351-6268

ENGINEERS | SCIENTISTS | SURVEYORS



Project Team

ERA's Project Team

ERA assembled a project team that will work closely with the Village of Downers Grove staff. Our team consists of personnel who possess specialized expertise in each area identified in the Request for Proposal. Our project team offers several unique advantages:

ERA Advantages

- 1. Downers Grove Review Experience** – ERA has worked with Downers Grove staff performing stormwater management reviews since 2008. Together with village staff, we have developed checklists and policies that have improved the review experience and promoted responsible development. Our communication with staff is outstanding which has contributed to successful developments. Our past work on the Village's watershed studies and the DuPage County St. Joseph Creek Watershed Plan gives us an in-depth knowledge of flood prone areas and sensitive storm sewer systems.
- 2. Proven Track Record** – We have and continue to meet review deadlines and have expedited review times when requested. We have not had a single submittal in which we did not have the expertise to review. This included complex FEQ modeling, geotechnical reviews of homes in the floodplain, unique BMP designs, etc.
- 3. DuPage County Experience** – ERA has worked closely with DuPage County Stormwater for the past 20-years. We served as their stormwater review consultants for 15 years and wrote their BMP manual that guides all BMP development requirements. Proposed Project Manager, Marty Michalisko, served as chair of the Municipal Engineers Group for 3 years. ERA staff continues to attend monthly municipal engineers' meetings that have and will continue to allow ERA to be on top of the latest ordinance policies and interpretations.
- 4. FEQ Expertise** – ERA has designed and reviewed numerous FEQ models. Within the last three years we have completed several FEQ projects including the DuPage County St. Joseph Creek Watershed Plan, West Branch DuPage River Flood Control Improvements, and Lake Ellyn Dam tributary to the East Branch. ERA has modeled and designed with programs referenced by FEQ like WSPRO, FEQUTL, FLOODWAY and Bfilter. In addition, ERA was one of the consultants tasked by DuPage County to update the County flood plain maps using FEQ/PVSTATS. The model ERA updated was Crabtree Creek, tributary to the East Branch. DuPage County also utilized ERA to provide the state mandated QA/QC for flood plain re-mapping on Ginger Creek and Wards Creek FEQ models.
- 5. Staff Expertise/Flexibility** – ERA has assembled the same project team that has successfully completed the last review contract. The team consists of both stormwater and environmental experts that have reviewed thousands of permit submittals. The project team also includes a geotechnical/structural expert which has come in handy on single family home reviews within the floodplain. In addition to expertise, the project team has been designed for flexibility and redundancy. We have included three stormwater review experts and two environmental experts to ensure deadlines are met even when the primary reviewer may be out of the office. We have also used entry level engineers, co-ops, and summer interns to help complete the simpler tasks in order to control costs.
- 6. Comprehensive Stormwater and Environmental Knowledge** – In addition to performing reviews, our project team members are instrumental in the analysis, design, permitting and construction of stormwater management, wetland and flood plain improvement projects throughout Illinois. Projects have involved acquisition of permits through several regulatory agencies including county stormwater authorities, IDNR-OWR, IEPA, IHPA, USF&WS, USACE, FEMA, soil conservation agencies, IDOT, etc.
- 7. Proximity** – Members of the proposed project teamwork out of our main office in Warrenville. Our location allows us to be at the Village or on-site within 15 minutes. This has been extremely convenient for permit pickups and site visits performed for the Village's numerous single-family home and commercial reviews.

On the following pages you will find a team chart and resumes for the key staff members that will be working with the Village of Downers Grove performing stormwater review services.



Village of Downers Grove

David Fieldman, Village Manager

QA/QC Manager

John Mayer, PE, CFM

Project Manager

***Marty Michalisko, PE, CFM**

Environmental Services

***Erin Pande, PWS, CFM**
Environmental Lead
***Andrew Kustus, PE, CFM**
Environmental Engineer

Stormwater Review Team

***Mike Maslowski, PE, CFM**
Primary Review Engineer
***Jennifer Loewenstein, PE, CFM, CPESC**
Primary FEQ Modeler / FEQ Review Engineer
Molly Garrow
Project Engineer

Survey Team

***Tim Martinek, PLS**
Survey Team Lead
Collin Graves, PLS
Survey Crew Chief
Rick Costa
Surveyor

Structural / Geotechnical Services

Melissa Lange, PE, SE
Primary Structural Review Engineer
Jacob R. Wolf, PE
Geotechnical Review Engineer



Marty Michalisko, PE, CFM

Principal/Project Manager

Project Experience:

Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL – Project Manager for proposed commercial and residential projects in Downers Grove ensuring compliance with the Village of Downers Grove Stormwater and Floodplain Ordinance. He also provided site inspections to ensure developments were following their SWPP plans for compliance with the Village’s NPDES permit

Elmhurst Engineering Review Services, Elmhurst, IL – Project Manager provided general engineering and stormwater review services for the City of Elmhurst on a weekly basis. As developers and residents apply for permits throughout the week, the permits are sent to ERA for review. ERA is able to complete reviews during the week and meet with applicants and other city staff on Fridays when he spends the day at City Hall.

NPDES Permit Assistance, Glen Ellyn, IL – Marty served as the Lead Engineer in assisting the Village with their NPDES compliance since 2012. His work included several on-site audits with the IEPA, authoring yearly reports, coordinating activities with DuPage County and DuPage River Salt Creek Work Group, preparing their NPDES Stormwater Master Plan, interviewing Public Works staff to determine what is being done on a yearly basis, inspection of Public Works year and other Village properties, outfall mapping assistance and preparation of the 5-year permit application.

Stormwater Review Services, Carol Stream, IL - Project Manager that provided stormwater review services for the Village of Carol Stream on an as-requested basis. The Village strives to provide outstanding customer service and asks their consultants to work with the applicant. ERA guides applicants through the permit process to great satisfaction of the Village. DuPage County has recently completed a significant overhaul to their ordinance. During the 2 year process the Village requested ERA to work with applicants in guiding them through the changes in requirements and provided thorough documentation on why practices were approved during this difficult transition.

Village of Bensenville Review Consultants, Bensenville, IL – Marty is part of a team that provides stormwater, floodplain, wetland and BMP review services for the Village of Bensenville on an as-requested basis. He provided professional assistance to the Village to explain how 2012 revisions to the Countywide Ordinance impact new developments. Marty managed the team in performing an internal audit of 12 old and open permits from 2001-2008. This entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.

DuPage County Stormwater Permit Reviews, DuPage County, IL – Project Manager/Engineer involved in evaluating stormwater permit review/audit submittals to ensure compliance with the DuPage County Stormwater and Floodplain Ordinance. All aspects of hydrologic and hydraulic modeling were utilized in the review of the submittals. Marty currently serves as the DuPage County MEG Chair.



Education/Certifications:

- Bachelor of Science
Civil Engineering
University of Iowa – 2000
- Surveying Curriculum
Southern Illinois University
(Off-Campus) – 2006-2008
- PE – IL – 062-058762, 2006
- CFM – IL – 06-00260
- Kane County Qualified Review
Specialist – E-221
- DuPage County MEG Chair

Areas of Expertise:

- Stormwater/floodplain modeling
- HEC-2, HEC-RAS, FEQ, HEC-1, HEC-HMS, TR-20, Hydra, WSPRO, SWMM, PCSWMM, XPSWMM, HY-8, Pond Pack, Hydraflow, Optimizer
- Drainage Designs
- Storm Sewer Designs
- Drainage Investigations
- Flood Studies
- Practical Solutions
- Cost-effective Solutions
- Permitting Process
- Permit/Stormwater Reviews

Years of Experience:

- 20 years, 20 with ERA



Marty Michalisko, PE, CFM

Principal/Project Manager

Project Experience Continued:

Plan Review Services, Warrenville, IL – Project Director for engineering review services for large subdivision developments within the City of Warrenville. ERA's reviews include compliance with the City's zoning and subdivision Ordinances, as well with DuPage County's Stormwater and Floodplain Ordinance (CSFPO). As a complete waiver community, ERA performed full technical reviews of the developments with onsite floodplain and wetlands in accordance within the CSFPO. ERA performs reviews during each stage of the application process from Planning Commission to Final Engineering.

City of Naperville Reviews, Naperville, IL - Supplemental Review Engineer for proposed commercial and residential projects in the City of Naperville to ensure compliance with the City of Naperville's Stormwater and Flood Plain Ordinance requirements.

Stormwater and Review Consulting Services, Elgin, IL – Project Manager that was retained by the City of Elgin to provide review assistance and advise the City in stormwater and engineering matters including, but not limited to, soil erosion and sedimentation control, storm water runoff, tree surveys, water quality, flood plain, wetlands, storm sewers, open channels, and all generally accepted engineering improvements.

Cook County Watershed Management Ordinance and Technical Guidance Manual, Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), IL – Senior Water Resource Engineer that assisted in the development of the first comprehensive, countywide watershed management ordinance (WMO) for Cook County. The WMO regulates over 130 communities of diverse economic backgrounds and included stormwater, flood plain and water quality development regulations. Services included white paper research and coordination with stakeholders, watershed planning organizations and governmental agencies in the development of the environmental aspects of the ordinance standards.

Municipal Separate Storm Sewer System (MS4) Engineering Services, Schaumburg, IL – Lead Water Resource Engineer for the Engineering Services for the Village of Schaumburg's 2017-2018 MS4 activities and reporting. Marty reviewed the updates to the Illinois EPA's ILR40 General NPDES Permit in order to determine the required updates to the Village's current MS4 activities. Marty organized the documentation for the existing MS4 activities performed by the Village. The Annual Facility Monitoring Report was submitted to the IEPA in May 2018 and included an analysis of the current program effectiveness, summary of current and new MS4 activities performed by the Village, and a summary of the water quality monitoring performed. Marty assisted the Village in the implementation of the new MS4 tasks required, including additional public education, field monitoring training, and a monitoring hierarchy plan, among others, throughout 2018.

Special Training:

- IDOT Construction Documentation and Highway Engineering Principles
- Haestad Methods Floodplain Mapping Design and Modeling (HEC-HMS, HEC-RAS)
- ASCE Sponsored FEQ Modeling Course
- Optimizer Training Course

Professional Experience:

- Engineering Resource Associates Project Manager/Project Engineer (1999-Present)
- Village of Carol Stream Engineering Intern (1998)

Professional Affiliations:

- American Public Works Association
Chicago Metro Chapter,
Co-Chair Membership Committee,
APWA Suburban Branch Past-President
- Illinois Association of Floodplain and Stormwater Management
- DuPage River Salt Creek Workgroup
- Chairman of DuPage County's Municipal Engineer Stormwater Management Group



Michael Maslowski, PE, CFM

Primary Review Engineer

Project Experience:

Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL – Mike is the Review Engineer for proposed commercial and residential projects in Downers Grove to ensure compliance with the Village of Downers Grove Stormwater and Floodplain Ordinance. A large portion of Mike's work is to review tear down residential projects. Downers Grove is more stringent than DuPage County, therefore many of these projects require dry wells, rain gardens, bio-swales, etc. Mike also reviews public works requirements as part of the single-family home reviews, which include curb R&R, road patching, service connections, etc.

City of Warrenville Reviews, Warrenville, IL – Review Engineer responsible for review of commercial and residential developments for compliance with stormwater and floodplain regulations, general engineering practices, City of Warrenville plat requirements, City of Warrenville standards, environmental regulations, etc. Mike reviews developments for planning/zoning approval and for final engineering approval.

Village of Bensenville Review Consultants, Bensenville, IL – Mike was the Review Engineer for stormwater, floodplain, wetland and BMP review services for the Village of Bensenville on an as-requested basis. He provided professional assistance to the Village to explain how 2012 revisions to the Countywide Ordinance impact new developments.

Village of Carol Stream Stormwater Reviews, Carol Stream, IL - Project Review Engineer for commercial and residential projects in various locations to ensure compliance with Village and County stormwater management ordinances.

Village of Lisle Interim Stormwater Engineering/Administrative Services – Senior Project Engineer supporting the Interim Stormwater Engineer for the Village of Lisle. Tasks include in-house stormwater reviews, and professional opinions as they relate to the regulation of wetlands and buffers, CRS program administration, NPDES Phase II Program Administration and regulatory agency coordination.

Elmhurst Engineering Review Services, Elmhurst, IL – Mike provides general engineering and stormwater review services for the City of Elmhurst on a weekly basis. As developers and residents apply for permits throughout the week, the permits are sent to Mike for review. Mike is able to complete reviews during the week and meet with applicants and other city staff on Fridays when he spends the day at City Hall.

Stormwater and Review Consulting Services, Elgin, IL – Review/Project Engineer for the City of Elgin to provide review assistance and advise the City in stormwater and engineering matters including, but not limited to, soil erosion and sedimentation control, storm water runoff, tree surveys, water quality, flood plain, wetlands, storm sewers, open channels, and all generally accepted engineering improvements.



Education/Certifications:

- Bachelor of Science in Civil Engineering - University of Notre Dame (2009)
- PE - IL - 062-066548
- CFM - IL - 13-00640
- IDOT, Documentation of Contract Quantities April 2012 (12-0521)

Areas of Expertise:

- Stormwater/floodplain modeling
- HEC-2, HEC-RAS, FEQ, HEC-1, HEC-HMS, TR-20, Hydra, SWMM, PCSWMM, XPSWMM, XPSWMM 2D, Optimizer, HY-8, Pond Pack and Hydraflow
- Drainage investigations of flood prone areas and providing practical and cost-effective solutions
- Field documentation in accordance with IDOT procedures using ICORS
- Permitting process of federal, states, and local permitting agencies

Years of Experience:

- 10 years, 9 with ERA



Michael Maslowski, PE, CFM
Primary Review Engineer

Project Experience Continued:

City of Naperville Reviews, Naperville, IL - Supplemental Review Engineer for proposed commercial and residential projects in the City of Naperville to ensure compliance with the City of Naperville's Stormwater and Flood Plain Ordinance requirements.

NPDES Permit Assistance, Glen Ellyn, IL - Mike served as the Project Engineer in assisting the Village with their NPDES compliance since 2012. His work included several on-site audits with the IEPA, authoring yearly reports, coordinating activities with DuPage County and DuPage River Salt Creek Work Group, preparing their NPDES Stormwater Master Plan, interviewing Public Works staff to determine what is being done on a yearly basis, inspection of Public Works year and other Village properties, outfall mapping assistance and preparation of the 5-year permit application.

Municipal Separate Storm Sewer System (MS4) Engineering Services, Schaumburg, IL - Water Resource Engineer for the ongoing Engineering Services for the Village of Schaumburg's 2017-2018 MS4 activities and reporting. Mike reviewed the updates to the Illinois EPA's ILR40 General NPDES Permit in order to determine the required updates to the Village's current MS4 activities. Mike organized the documentation for the existing MS4 activities performed by the Village. The Annual Facility Monitoring Report was submitted to the IEPA in May 2018 and included an analysis of the current program effectiveness, summary of current and new MS4 activities performed by the Village, and a summary of the water quality monitoring performed. Mike assisted the Village in the implementation of the new MS4 tasks required, including additional public education, field monitoring training, and a monitoring hierarchy plan, among others, throughout 2018.

Cook County Watershed Management Ordinance and Technical Guidance Manual, Metropolitan Water Reclamation District of Greater Chicago (MWRDGC), IL - Water Resource Engineer that assisted in the development of the first comprehensive, countywide watershed management ordinance (WMO) for Cook County. The WMO regulates over 130 communities of diverse economic backgrounds and includes stormwater, flood plain and water quality development regulations. Services included white paper research and coordination with stakeholders, watershed planning organizations and governmental agencies in the development of the environmental aspects of the ordinance standards.

Professional Experience:

- Engineering Resource Associates Project Engineer (2010-Present)
- Village of Carol Stream Engineering Intern (2009-2010)



Jennifer Loewenstein, PE, CFM, CPESC
Primary FEQ Modeler /
FEQ Review Engineer

Project Experience:

Downers Grove Stormwater and Floodplain Reviews, Downers Grove, IL – Review Engineer for proposed commercial and residential projects in Downers Grove to ensure compliance with the Village of Downers Grove Stormwater and Floodplain Ordinance.

City of Naperville Reviews, Naperville, IL – Water Resource Engineer provided floodplain and stormwater reviews for proposed commercial and residential projects in the City of Naperville.

Stormwater and Subdivision Review Consultant, McHenry County, IL – Water Resource Engineer responsible for the expedited reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other relevant Federal, State, and local laws and ordinances in situations where applicants are willing to pay directly for such reviews. Jenny provided written recommendations /reports to County staff regarding approval or denial of permit applications.

DuPage County Stormwater Permit Reviews and Audits, DuPage County, IL – Project Engineer evaluated stormwater permit review/audit submittals to insure compliance with the DuPage County Stormwater and Floodplain Ordinance. All aspects of hydrologic and hydraulic modeling are utilized in the review of the submittals.

Village of Glen Ellyn Plan Reviews, Glen Ellyn, IL – Responsible for the review of single family residential site plans and assists the Village in responding to drainage complaints.

St. Joseph Creek April 2013 Flooding Analysis, Downers Grove, IL – Lead Water Resource Engineer for the Village in the analysis of four flood prone areas within the St. Joseph Creek watershed. Analysis included identifying the sources of flooding and reviewing the latest FEQ model. An overall summary of recommendations and general mitigation measures was provided to the Village for incorporation into a report summarizing the findings for the public review.

St. Joseph Creek Watershed Plan, Downers Grove, IL – Senior Project engineer to develop a DuPage County led Watershed Plan for St. Joseph Creek through three communities: Westmont, Downers Grove, and Lisle. She coordinated stakeholder meetings to determine critical flooding areas within each community in the watershed and formulated projects to reduce the occurrences of structural flooding and roadway closures. She designed and led in the modeling and analysis of 26 project alternatives. She coordinated with the County to determine the benefit-cost ratio and provided a recommendation of 7 projects throughout the watershed. The Watershed Plan is in the stages of approval by the County Board and public notice as of Fall 2020.



Education/Certifications:

- Bachelor of Science
Civil Engineering
Valparaiso University – 2004
- PE – IL – 062-062192
- CFM – IL – 08-00448
- Certified Professional in Erosion
and Sediment Control #4506
- Kane County Qualified Review
Specialist – E-222

Areas of Expertise:

- Federal, State and Local
Permitting
- Stormwater Master Plans
- Flood Control Projects
- Stormwater and floodplain
modeling experience in many
computer programs including
FEQ, FEQUTL, WSPRO, HEC-
2, HEC-RAS, WSP2, TR-20,
WinTR-20, Pond Pack, XPSWMM,
Optimizer and HY-8

Special Training:

- Erosion Control Workshops 2010,
2011, 2012, 2015, 2018

Years of Experience:

- 16 years, 12 with ERA



Erin Pande, PWS, CFM
Environmental Lead

Project Role:

Governmental Agency Permit Reviews – Reviews development projects for the agency including residential, institutional and commercial developments. Reviews included site visits pre- and post-construction for compliance with Village and County Ordinances. The Agencies served: Batavia, Carol Stream, Downers Grove, DuPage County, Glen Ellyn, Lily Lake, McHenry County, Warrenville and Wheaton, IL.

Floodplain, Wetland and Water Quality Review Services, Various Agencies – Erin provides floodplain, wetland and water quality review services for various agencies throughout North Eastern Illinois. Reviews include roadway, residential, institutional, and commercial projects. Reviews involved site visits prior to construction, comprehensive review of all permit documents, pre-application and stormwater review meetings with developers, and construction and post-construction site visits for compliance with Municipal and County Ordinances. The agencies served: DuPage County, McHenry County, Village of Burr Ridge, City of Elgin, Village of Bensenville, City of Batavia, Village of Carol Stream, Village of Downers Grove, Village of Glen Ellyn, Village of Hanover Park, Village of Lilly Lake, City of Warrenville, and City of Wheaton.

Stormwater Management Ordinance Comprehensive Review and Revision, Kane County Division of Environmental and Water Resource, IL – Environmental Team Leader/CRS for the review, revisions and adoption of the Kane County Stormwater Management Ordinance and Technical Guidance Manual. Erin will review the existing Ordinance and associated County Plans to incorporate revised regulations that meet current flooding prevention, water quality, and stormwater runoff reduction standards. She will assist with the project meetings including the Technical Advisory Committee (TAC).

Stormwater and Review Consulting Services, Elgin, IL – Ecological Services Director that was retained by the City of Elgin to provide review assistance and advise the City on matters involving Stormwater, permitting, soil erosion/sedimentation control, storm water runoff, tree surveys, water quality, flood plain, wetlands, open channels, and all generally accepted improvements.

Professional Wetland/Environmental Consulting Services, Batavia, IL – Ecological Services Director for new developments within the City of Batavia which require detention with a retention component or best management practice, such as rain gardens or bioswales per the Kane County Stormwater Ordinance. Erin helped perform permit reviews, inspections during construction and after completion, and annual vegetation monitoring inspections and reporting to determine permit compliance in order to obtain signoff and closeout project permits.

McHenry County Wetland Reviews – Reviewed projects and enforces the wetland and buffer requirements of the McHenry County Watershed Development Ordinance. Erin coordinated with applicants and design engineers to expedite permits involving wetlands and buffers in a timely manner.



Education/Certifications:

- Bachelor of Arts Major Biology, Environmental Studies & Geology Augustana College – 2001
- Professional Wetland Scientist – #1927
- Certified Floodplain Manager – IL-14-00661
- Lake County Stormwater Mgmt. Comm, Certified Wetland Specialist #C-083
- Kane County Stormwater Mgmt. Qualified Wetland Review Specialist W-049
- McHenry County Certified Wetland Specialist
- Rosgen Level I: Applied Fluvial Geomorphology

Professional Experience:

- Engineering Resource Associates Ecological Services Director/ Environmental Specialist (2004-Present)
- DuPage County Stormwater Management Division Senior Environmental Technician (2001-2004)

Years of Experience:

- 19 years, 16 with ERA

ENGINEERS | SCIENTISTS | SURVEYORS



Erin Pande, PWS, CFM
Environmental Lead

Project Experience Continued:

Professional Wetland/Environmental Consulting Services, Batavia, IL -

Project Manager/Ecological Services Director for new developments within the City of Batavia which require detention with a retention component or best management practice, such as rain gardens or bioswales per the Kane County Stormwater Ordinance. Erin performs permit reviews, inspections during construction and after completion, and annual vegetation monitoring inspections and reporting to determine permit compliance in order to obtain signoff and closeout project permits.

DuPage County Stormwater Management Permit Reviews, DuPage County, IL -

Reviewed projects and enforced the standards of the DuPage County Countywide Stormwater and Flood Plain Ordinance with regard to wetlands, riparian areas. She met with federal and state agencies, landowners, design consultants and contractors to coordinate the permit review/inspection process.

NPDES Permit Assistance, Glen Ellyn, IL -

Ecological Services Director assisting the Village with their NPDES compliance since 2012. His work included several on-site audits with the IEPA, authoring yearly reports, coordinating activities with DuPage County and DuPage River Salt Creek Work Group, preparing their NPDES Stormwater Master Plan, interviewing Public Works staff to determine what is being done on a yearly basis, inspection of Public Works year and other Village properties, outfall mapping assistance and preparation of the 5-year permit application.

City of Warrenville NPDES Assistance, Warrenville, IL -

Ecological Services Director authoring the City's yearly report and interviewing City staff to determine existing efforts to comply with NPDES regulations. Mike provided suggestions for additional tasks to be completed in order to be in compliance with the permit. Mike also represented the City during the IEPA audit.

Village of Lisle Interim Stormwater Engineering/Administrative Services -

Ecological Services Director supporting the Interim Stormwater Engineer for the Village of Lisle. Tasks include in-house stormwater reviews, and professional opinions as they relate to the regulation of wetlands and buffers, CRS program administration, NPDES Phase II Program Administration and regulatory agency coordination. Shauna Urlacher, PE, CFM, CPESC was selected to be the main point of contact for the Village. Shauna is supported by Molly Garrow for daily stormwater administration, Erin Pande for wetland and buffer related tasks, Andrew Kustus for NPDES Phase II task and other water resources staff on an as-needed basis.

Special Training:

- Freshwater Mussel Workshop, Identification and surveys using the Field Guide to the Freshwater Mussels of Chicago Wilderness
- Applied Fluvial Geomorphology, 2012
- Illinois Soil Classifiers Association - Hydric Soils, 10/2011
- Illinois Soil Classifiers Association Midwest Interim Regional Supplement for Wetland Delineation, 02/2009
- Wetland Training Institute
- Planning, Site Selection and Hydrology Models for Constructed Wetlands, 10/2007
- Biotic Consultants, Inc. Wetland Plant Identification 2000-2010
- Cold Climate Stormwater BMPs 11/2006
- Illinois Hydric Soils, 08/2002
- Institute for Wetland & Env. Education & Research Corps Wetland Delineation Manual, 09/2001

Professional Affiliations:

- Illinois Association of Floodplain and Stormwater Management
- APWA Lake Branch President
- DuPage River Salt Creek Workgroup
- Conservation Foundation
- Illinois Association of Environmental Professionals
- Society of Wetland Scientists



Andrew Kustus, PE, CFM

Environmental Engineer

Project Experience:

St. Joseph Creek South Stream Corridor Assessment, Downers Grove, IL – Environmental Engineer for a hydrology/hydraulic analysis and stream assessment for the St. Joseph Creek South Branch. Drew performed a field survey and identified areas in the stream that required stabilization, and at the same time identified opportunities to meander the channel and naturalize the floodplain. Drew also delineated the limits of the Waters of the US and wetlands throughout the stream corridor. Design alternatives for the stream improvements included replacement of four culvert crossing, expansion of flood plain storage and development of on-stream detention basins. ERA worked closely with DuPage County to include the recommended projects in their overall EPA watershed plan.

Downers Grove Permit Reviews – Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, riparian area and BMP provisions of the DuPage County Stormwater and Flood Plain Ordinance.

Stormwater Management Ordinance Comprehensive Review and Revision, River Forest, IL – Environmental Engineer for the review, revisions and adoption of the River Forest Stormwater Management Ordinance. Drew assisted to prepare a revised ordinance that represents the minimum standards necessary to prevent increases in flooding, prevent water quality degradation, and reduce stormwater runoff volumes. The revised SMO is consistent with MWRD's WMO, Federal Emergency Management Agency (FEMA) National Flood Insurance Program (NFIP) and Community Rating System (CRS), and Illinois Environmental Protection Agency (NPDES) requirements. The Village of River Forest is experiencing numerous tear down and large additions within their residential areas. Therefore, special attention was given to residential redevelopment sites to incorporate stormwater volume reduction requirements that are more restrictive than those identified in the WMO.

Municipal Separate Storm Sewer System (MS4) Engineering Services, Schaumburg, IL – Environmental Engineering Lead for the ongoing Engineering Services for the Village of Schaumburg's 2017-2018 MS4 activities and reporting. Drew reviewed the updates to the Illinois EPA's ILR40 General NPDES Permit in order to determine the required updates to the Village's current MS4 activities. Drew organized the documentation for the existing MS4 activities performed by the Village. The Annual Facility Monitoring Report was submitted to the IEPA in May 2018 and included an analysis of the current program effectiveness, summary of current and new MS4 activities performed by the Village, and a summary of the water quality monitoring performed. Drew assisted the Village in the implementation of the new MS4 tasks required, including additional public education, field monitoring training, and a monitoring hierarchy plan, among others, throughout 2018.



Education/Certifications:

- Master of Science, Environmental Engineering, University of California Berkeley-2012
- Bachelor of Science Civil and Environmental Engineering University of Illinois – 2011
- PE – IL 062-067858 - 2015
- PE - CO 0056328 - 2019
- Certified Floodplain Manger US-19-11230

Areas of Expertise:

- Park Site Development
- Multi-Use Bike Trail Concept Planning and Design
- Floodplain Mgmt and Permitting
- Stormwater Mgmt and Modeling
- Low Impact Green Infrastructure
- Streambank Stabilization and Restoration
- Stormwater Ordinance Revision
- Grant Application Assistance

Professional Training:

- FHWA-NHI-NEPA- Course 2017
- Wetland Plant Identification Course, DuPage County Stormwater Management

Years of Experience:

- 8 years, 8 with ERA



Andrew Kustusich, PE, CFM Environmental Engineer

Project Experience Continued:

Carol Stream Permit Reviews – Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, riparian area and BMP provisions of the DuPage County Stormwater and Flood Plain Ordinance.

Warrenville Permit Reviews - Reviewed Special Management Area stormwater permit submittals for conformance with the wetland, wetland buffer, and riparian area requirements of the DuPage County Stormwater and Flood Plain Ordinance.

Lisle Hazard Mitigation Grant Program Application, Lisle, IL - Environmental Engineer for Village of Lisle's application to the Federal Emergency Management Agency for single family residence acquisition and elevation under the Hazard Mitigation Grant Program. Andrew participated in a public outreach meeting to educate impacted property owners on the program. Field investigations of thirty-nine properties to determine eligibility and costs for participation of each homeowner significantly impacted by the April 2013 flood event along the East Branch DuPage River was his responsibility. Andrew coordinated with Village and developed the FEMA eGrants application which included Scope of Work descriptions, community information, property owner information, cost estimation, and funding descriptions. The project was completed within a three-month time frame and met all FEMA deadlines. The Village was awarded \$3 Million in HMGP grant funds.

Stormwater Management Ordinance Comprehensive Review and Revision, Kane County Division of Environmental and Water Resource, IL – Environmental Engineer for the review, revisions and adoption of the Kane County Stormwater Management Ordinance and Technical Guidance Manual. Drew will review the existing Ordinance and associated County Plans to incorporate revised regulations that meet current flooding prevention, water quality, and stormwater runoff reduction standards. He will assist with the project meetings including the Technical Advisory Committee (TAC).

Professional Wetland/Environmental Consulting Services, Batavia, IL – Environmental Engineer for new developments within the City of Batavia which require detention with a retention component or best management practice, such as rain gardens or bioswales per the Kane County Stormwater Ordinance. Drew helped perform permit reviews, inspections during construction and after completion, and annual vegetation monitoring inspections and reporting to determine permit compliance in order to obtain signoff and closeout project permits.

Bensenville Review Consultant, Bensenville, IL - Environmental Engineer that provided stormwater, floodplain, wetland, buffer, riparian and BMP review services for the Village of Bensenville on an as-requested basis. He also assisted on the team that performed an internal audit of 12 old and open permits from 2001-2008. This task entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.

Professional Training (Continued):

- FHWA-NHI-HWY Traffic Noise Course-2018
- ADA PROWAG Requirements Class
- Beyond the Basics Stormwater BMP Seminar
- Wetland Delineation Course, Institute for Wetland and Environmental Education
- IEPA Field Sampling Methods

Professional Experience

- Engineering Resource Associates
Environmental Engineer
(2012-Present)
- Illinois Environmental Protection Agency, Governor's Environmental Corps Intern, (Summer 2011)
- MWH Americas, Inc.
Energy and Resource
Sustainability Intern, (Summer 2008, 2010)

Professional Affiliations:

- American Public Works Association
- Colorado Association of Floodplain and Stormwater Management
- Illinois Association of Floodplain and Stormwater Management
- DuPage River Salt Creek Workgroup



Timothy Martinek, PLS
Lead Surveyor

Project Experience:

2017-2019 Various Land Surveying Services, Naperville, IL - Land Surveyor in charge of various work orders related to construction layout, boundary surveying, and topographic surveying. Approached projects with desired outcomes in mind to ensure that deliverables meet the project goals. Provided construction layout services related to equipment foundations and fence installations. Performed records research, boundary measurements, and boundary determination for preparing plats and staking of property lines. Coordinated with city staff and supervised field crews related to topographic surveying of existing conditions for future design projects. Communicated with city staff to discuss work scopes and project goals to provide proposals and quality work products in a timely manner.

Park Place of Lombard, 2016, Lombard, IL - Land Surveyor in charge of boundary surveying to determine property lines associated with the creation of a 6 lot residential subdivision. Prepared a final plat of subdivision and provided land surveying services for individual lots within the subdivision. Also in charge of construction phase land surveying services and as-built measurements associated with the development of related site improvements. Performed calculations and preparations related to the layout of: storm sewer, sanitary sewer, water main, residential foundations, driveways, and site grading. Coordinated and scheduled all staking requests in a timely manner.

2017 Roadway Rehabilitation Program Surveying and Drafting Services, Glen Ellyn, IL - Survey Lead for 3,300 feet of route topographic and existing conditions drafting for the Villages 2017 roadway Program. The work was fast tracked, in order for the Village Engineer to complete their design for spring bidding.

2018 CIP Survey and Drafting Services, Glen Ellyn, IL - Survey Lead provided topographic survey and base plan drafting for over 6,300 feet of right-of-way along residential roadway corridors as well as a 38,000-square foot parking lot. The scope of these projects included combinations of street resurfacing, street reconstruction, water main improvements, storm sewer improvements, sidewalk improvements, and parking lot improvements.

87th Street & Woodward Avenue Intersection Improvements, DuPage County Division of Transportation, IL - Land Surveyor in charge of boundary surveying to determine right of way and parcel lines of 15 properties to be affected by a roadway widening and reconstruction project. Also in charge of the preparation of a Plat of Highways for additional right-of-way and easement acquisition needed for the improvements associated with the reconstruction of the intersection.



Education/Certifications:

- Southern Illinois University
Illinois IPLSA Sponsored
Land Surveying Program,
2001-2003
- Iowa State University,
Bachelor of Science Degree,
Major: Education - 1999
- PLS - IL - 035-003782

Areas of Expertise:

- Manage field crews and directly oversee their work product
- Performed all necessary legal and boundary research in relation to survey projects
- Coordinate scheduling of crews for design and construction projects
- Strong knowledge in the preparation of survey products from field to finish of large development projects

Years of Experience:

- 20 years, 5 with ERA



Timothy Martinek, PLS
Lead Surveyor

Project Experience Continued:

St. Joseph Creek South Stream Corridor Assessment, Downers Grove, IL

– Survey Lead for a hydrology/hydraulic analysis and stream assessment for the St. Joseph Creek South Branch. ERA identified areas in the stream that required stabilization and identified opportunities to meander the channel and naturalize the floodplain. ERA used XPSWMM modeling to develop design alternatives that would reduce flooding elevations and frequencies through a suburban residential neighborhood. Design alternatives included replacement of four culvert crossing, expansion of flood plain storage and development of on-stream detention basins. ERA worked closely with DuPage County to include the recommended projects in their overall EPA watershed plan. This allows Downers Grove to be eligible for 319 Funding.

Building A Parking Lot Rehabilitation, Kane County Department of Transportation, IL

– Survey Lead for the rehabilitation of the 20 year old existing parking lot and implemented ADA improvements adjacent to Building A. Other enhancements included extending the parking lot approximately 50 feet north to the fence line to gain 4-6 additional parking spots.

I-74 Salt Kettle Rest Area Improvements, Illinois Capital Development Board, IL

– Survey lead responsible for topographic surveying of the existing conditions for the replacement of a 30 years old septic system for the Salt Kettle Rest Area located a long I-74 just west of Danville, Illinois. Project included a cost benefit evaluation to rehabilitate existing system or connect to public sanitary system. Project included the design and construction oversight for the installation of a new sanitary 10 gallon lift station, over 10,000ft of forcemain, electrical services upgrade, and the abandonment and restoration of the septic sewage treatment system. Permitting was required through IEPA and Utilities Inc. and coordination was facilitated with adjunct gas station development to save project costs.

Flood Prone Area Studies 2016, Wheaton, IL

– Survey Lead for the analysis of three drainage basins referred to as the Wakeman/Cadillac Upland Depression, Thomas Overland Flow Path, and Turf/Countryside/Ranch flood prone area. In total the study covered approximately 300-acres of a primarily residential area. XPSWMM 2D was utilized to perform the hydrologic/hydraulic modeling to better understand how the overflow path operated with the storm sewer system.

Special Software and Equipment Experience:

- Autodesk AutoCAD Civil 3D
- Various Data Collection Devices and Software
- Proficient in use of Leica, Trimble, Topcon and Geodimeter Total Stations
- Proficient in use of Leica, Trimble, and Topcon GPS

Professional Experience:

- Engineering Resource Associates (2016-Present)
- AES Consultants Ltd.(2013-2016)
- TERRA Engineering, Ltd. (2011-2013)
- Robert E. Hamilton Consulting Engineers, Inc. (2008-2011)
- Horizon Consulting Group (2007)
- Cardinal Land Surveying, LLC (2007)
- Smith Engineering Consultants – A Division of SEC Group, Inc. (2003 – 2007)
- Baird and Company Land Surveyors (2000-2003)

Professional Affiliations:

- Illinois Professional Land Surveyors Association
- National Society of Professional Surveyors



Project Experience

ERA's Stormwater Permitting Review and Design Experience

ERA has compiled an extensive resume of successfully completed and on-going stormwater permitting review and design engineering assignments. Through our experience with stormwater and environmental programs and our work with ordinances in DuPage County, Cook County, Kane County, Will County, Lake County, and McHenry County, we have developed a solid reputation as one of the leading stormwater engineering and environmental consulting firms in the Chicagoland area.

The following is a brief summary of ERA's recent projects that demonstrate our experience and capabilities relevant to the specific categories outlined in the Request for Proposal. Detailed descriptions are provided for the most relevant projects in the following section.

A. General Municipal Engineering/ Site Development Regulatory Review

- Village of Downers Grove Site Development Review Consultant - Village of Downers Grove
- Site Plan Reviews – City of Elmhurst
- Interim Stormwater Engineering Services - Village of Lisle
- Village of Bensenville Development Reviews – Village of Bensenville
- DuPage County Stormwater and Flood Plain Permit Reviews and Audits - DuPage County
- Village of Glen Ellyn Drainage and Site Development Review Consultants - Village of Glen Ellyn
- Village of Carol Stream Commercial Reviews – Village of Carol Stream
- City of Naperville Riverwalk and Review Consultants- City of Naperville
- McHenry County Reviews- McHenry County
- Village of Lily Lake Consulting Engineer Services - Village of Lily Lake
- Bolingbrook Park District - Park District Engineering - Bolingbrook Park District

B. General Stormwater Expertise/ Drainage Review

- Village of Downers Grove Capital Improvement Project Reviews – Village of Downers Grove
- Village of Downers Grove Stormwater and Floodplain Consultant - Village of Downers Grove
- Village of Lisle Interim Stormwater Engineering Services – Village of Lisle
- DuPage County Stormwater and Flood Plain Permit Reviews and Audits - DuPage County
- College of DuPage Campus Improvements, and Stormwater and Floodplain Review - College of DuPage
- Cook County Watershed Management Ordinance and Technical Reference Manual - Metropolitan Water Reclamation District of Greater Chicago
- Cantigny Park Stormwater Management and Environmental Amenities Plan - Cantigny Park (City of Wheaton)

C. DuPage County Ordinance

- DuPage County Stormwater and Flood Plain Permit Reviews and Audits - DuPage County
- DuPage County Best Management Practice Manual - DuPage County
- Municipal Engineering Group Past President (Marty Michalisko) – DuPage County
- Village of Downers Grove Site Development Review Consultant- Village of Downers Grove
- Carol Stream Review Consultant- Village of Carol Stream



Project Experience

- Glen Ellyn Road Underpass and Relief Sewer - DuPage County Division of Transportation
- West Branch DuPage River Restoration - DuPage County Stormwater Management
- DuPage DOT Transportation Reviews for Stormwater Approval - DuPage County Division of Transportation

D. Village Stormwater and Flood Plain Ordinance

- Village of Downers Grove Site Development Review Consultant - Village of Downers Grove
- Francisco Drainage Improvements - Village of Downers Grove
- Indianapolis Improvements - Village of Downers Grove
- Deer Creek Watershed Study - Village of Downers Grove
- Prentiss Creek Subwatershed B Storm Sewer and Watermain Improvements - Village of Downers Grove
- Brook Drive and Centre Circle Roadway Reconstruction - Village of Downers Grove
- Green Streets/Downtown Water Quality Enhancements - Village of Downers Grove
- Knottingham Road Reconstruction and Water Main Replacement - Village of Downers Grove
- Oak Grove Unit 3 Roadway Reconstruction - Village of Downers Grove
- Valley View Estates Reconstruction - Village of Downers Grove

E. Flood Plain Review and Modeling (with demonstrated FEQ expertise)

- St. Joseph Creek Watershed Plan - DuPage County
- South Branch St. Joseph Creek Improvements Floodplain Modeling - Village of Downers Grove
- Village of Downers Grove Stormwater and Floodplain Consultant - Village of Downers Grove
- DuPage County Stormwater and Floodplain Permit Reviews and Audits - DuPage County
- FEMA CRS Program Assistance - Downers Grove, Glen Ellyn, Lansing, Orland Hills, Calumet City, and South Holland
- Cook County Watershed Management Ordinance and Technical Reference Manual - Metropolitan Water Reclamation District of Greater Chicago
- West Branch DuPage River Watershed Plan - DuPage County
- Crabtree Creek Flood Plain Mapping - DuPage County
- Naperville Riverwalk Segment II Hydraulics and Permitting - City of Naperville

F. Wetland/ Riparian Environmental Review

- Village of Downers Grove Environmental Review Consultant - Village of Downers Grove
- DuPage County Stormwater Permit Reviews and Audits - DuPage County
- Cook County Watershed Management Ordinance and Technical Reference Manual - Metropolitan Water Reclamation District of Greater Chicago
- DuPage County Best Management Practice Manual - DuPage County
- City of Naperville BMP Permit Reviews - City of Naperville
- DuPage River West Branch Restoration and Hydraulic Improvements - DuPage County
- Cantigny Park Stormwater Management and Environmental Amenities Plan - Cantigny Park (City of Wheaton)
- Lyman Woods Streambank Stabilization Project - Project Site Area II & III Maintenance and Monitoring - Downers Grove Park District



Project Experience

G. Structural Engineering Review

- Village of Downers Grove Miscellaneous Structural and Geotechnical Review
- Village of Bensenville Site Development Reviews for Structural Elements
- Village of Carol Stream Structural Reviews and Inspections
- City of Warrenville Structural Reviews and Inspections
- City of Naperville Riverwalk Structural Reviews and Inspections

H. Surveying

- (8) Plat of Easements for Storm Sewer Projects for City of Warrenville
- (8) Plats of Annexation for Village of Bensenville
- Various Survey Task Orders for Village of Downers Grove
- Various Survey Task Orders for City of Naperville
- Various Survey Task Orders for Village of Glen Ellyn



Village Engineering Services, Floodplain, and Site Development Consultant

Village of Downers Grove, IL



Project Summary

Starting in 2008, ERA has provided site plan review services for commercial and residential development sites throughout the Village of Downers Grove. From single family homes to large commercial and institutional complexes, ERA reviewed all aspects of zoning, development and stormwater ordinance compliance. In 2012, our services were expanded to providing in-house staff from one to several days per week in order to assist with the administrative role within the Department of Building and Economic Development. ERA provided a variety of on-call services including review of special use, variances and zoning changes, compliance review for drainage, stormwater management, floodplain, wetland, traffic and transportation, erosion control, NPDES compliance and audits, and BMP practices.

ERA's responsibilities include review of public project compliance with both the DuPage County and the Village of Downers Grove Stormwater and Floodplain ordinances, permit coordination with county, state and federal agencies. Site visits were conducted regularly for drainage complaints, review of as-built conditions, and variance requests. Throughout the years, ERA has provided a wide variety of plan review, project design and construction inspection services for both public and private projects.

ERA Project Team

Marty Michalisko, PE, CFM | Principal/Project Manager
 John Mayer, PE, CFM | Principal/Project Director
 Michael Maslowski, PE, CFM | Project Engineer
 Andrew Kustus, PE, CFM | Project Engineer
 Erin Pande, PWS, CFM | Ecological Services Director
 Kristina Kolodziejczyk | Design Engineer
 Molly Garrow | Design Engineer

Project Highlights:

- Review of developments from single family to large subdivisions, commercial developments and institutional campuses.
- Technical review for zoning, development code, stormwater ordinance, wetland issues and permitting
- Provided in-house personnel for administrative review role
- Assisting the Village with NPDES Compliance
- Provide engineering review expertise for public and private projects

Project Reference:

Kerry Behr, PE, CFM
 Development Engineer
 Village of Downers Grove
 5101 Walnut Avenue
 Downers Grove, IL 60515
 Phone: (630) 434-5941
 Email: kbehr@downers.us



Stormwater Master Plan and Implementation Projects

Village of Downers Grove, IL



Project Summary

ERA was retained by the Village of Downers Grove in 2007 as part of a four-firm team to develop a village-wide watershed plan for a 14 square mile area. This work was part of a multi-million dollar stormwater infrastructure improvement program to address chronic drainage and flooding problems throughout the Village. The project included integrated use of XPSWMM Modeling and ArcGIS to analyze flooding and to graphically display existing and proposed conditions.

Following the completion of the watershed plan, ERA analyzed, designed and performed construction assistance for numerous stormwater improvement projects within each of the Village's four watersheds. Some of the completed improvements are described in the adjacent column. ERA's services have included extensive hydrologic and hydraulic modeling, technical reports, permitting, streambank stabilization, water quality BMPs, topographic surveys and preparation of plans, specifications and estimates.

All total, ERA provided over \$19.5M in construction costs for stormwater improvements.

ERA Project Team

Marty Michalisko, PE, CFM | Principal / Project Manager
 Jon Green, PE, CFM | President / Project Director
 Jennifer Loewenstein, PE, CFM, CPESC | Lead Water Resource Engineer
 Michael Maslowski, PE, CFM | Water Resource Engineer
 Erin Pande, PWS, CFM | Ecological Services Director
 Brian Dusak, PE | Senior Project Engineer
 Eric Wilde | Design Engineer
 Cody Frovarp | CAD / GIS Technician

Implementation Projects:

- **Prentiss Creek Sub-watershed B:** Design of a 48-inch relief storm sewer system and flood control basin to provide a 10-year level of protection. \$3M
- **Brook and Centre:** ERA designed approximately 6,000 feet of roadway rehabilitation which included 2,200 feet of storm sewer improvements to address 3.0' of flooding within an industrial subdivision. \$2M
- **West Burlington Residential Improvements:** Providing 15,000 feet of storm sewer and ditch and culvert design for a residential sub-division that has no drainage system. The storm sewer is proposed to convey the 2-year event while the ditches are to convey the 10-year event. \$10M
- **59th and Brookbank improvements:** ERA performed several drainage designs including storm sewer, streambank stabilization, and channel capacity improvements. The channel capacity and stabilization projects have been completed. \$1.5
- **St. Joseph Creek South Sub-watershed J:** Improvements included the buyouts of four properties, removing the through street, creating a cul-de-sac, relocating utilities, and construction of a wetland storage facility. \$3M

Project Reference:

Jim Tock
 Staff Engineer
 5101 Walnut Avenue,
 Downers Grove, IL 60515
 Phone: (630) 434-2453
 Email: jtock@downers.us

Construction Cost: \$19.5 M

Completed: 2007 - 2019



Engineering Review Services

City of Elmhurst, IL



Project Summary

Starting in 2018, ERA provided in-house stormwater plan reviews for the City of Elmhurst. A primary review engineer was assigned to Elmhurst to perform plan reviews one day a week at the City's office. Reviews consisted of single family home tear downs and larger developments. Digital plans, calculations, and supporting documentation was provided to ERA on a continual basis to allow reviews to be completed as they were submitted. On days when ERA worked from City Hall, ERA staff was available to answer questions and attend meetings with City staff, residents, and developers. A secondary review engineer was available to assist with the reviews when quick turn arounds were needed. In addition to stormwater plan reviews, ERA also performed site visits to verify the wetland boundaries and review impacts to wetlands and riparian areas.

ERA Project Team

Marty Michalisko, PE, CFM | Principal/Project Manager
 Michael Maslowski, PE, CFM | Review Engineer
 Andrew Kustus, PE, CFM | Project Engineer
 Erin Pande, PWS, CFM | Ecological Services Director
 Molly Garrow | Design Engineer

Project Highlights:

- Review of developments from single family
- Technical review for stormwater ordinance, wetland issues and permitting
- Provide in-house general engineering review role

Project Reference:

Kent Johnson, PE
 City Engineer
 209 North York Street
 Elmhurst, IL 60126
 Phone: 630-530-3024
 Email: kent.johnson@elmhurst.org

Consulting Fee:

Hourly Contract

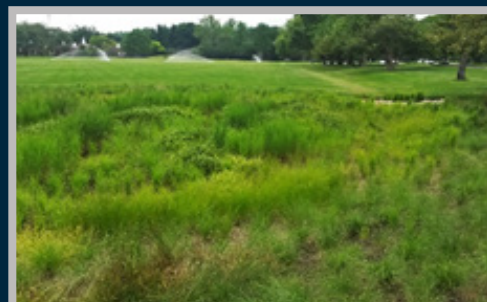
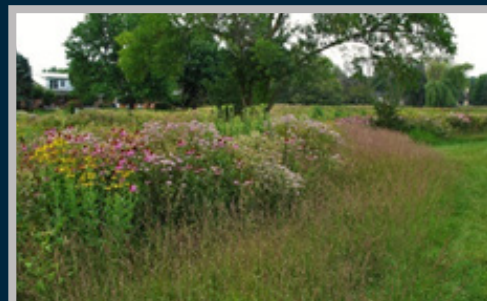
Completion Date:

2018-Ongoing



Interim Stormwater Engineering/ Administrative Services

Village of Lisle, IL



Project Summary

ERA was selected to serve as the Interim Stormwater Engineer for the Village of Lisle. ERA's primary role in this position is performing single-family development reviews for compliance with grading, erosion control, stormwater detention, and best management practices. ERA staff work from the Village Hall part-time to address resident and developer questions as they arise and attend regular staff meetings. Additional tasks include:

- FEMA grant administration
- Substantial damage / substantial improvement tracking,
- CRS program administration
- NPDES Phase II Program Administration
- Regulatory agency coordination
- Attend pre-application meetings
- Coordination with the Village's review engineer for large developments

In addition to the specific tasks outlined above, ERA performed an evaluation of the Village's permit review process and helped to identify project types that need to be added to the review process.

ERA Project Team

Marty Michalisko, PE, CFM | Stormwater Administrator
Molly Garrow | Assistant Stormwater Administrator
Erin Pande, PWS, CFM | NPDES Permit Specialist
Mike Maslowski, PE, CFM | Senior Review Engineer

Project Reference:

Michael R. Smetana, AICP
Development Services Director
Village of Lisle
925 Burlington Ave
Lisle, Illinois 60532
Phone: 630-271-4153
msmetana@villageoflisle.org

Completed:

2018-Ongoing



Permit Review Consultant Services Various Municipal Locations, IL

McHenry County Stormwater and Subdivision Permit Review Consultant

ERA was responsible for the expedited reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other relevant Federal, State, and local laws and ordinances in situations where applicants are willing to pay directly for such reviews. We were also responsible for performing supplementary reviews of permit applications for compliance with the McHenry County Stormwater Management Ordinance and other relevant Federal, State, and local laws and ordinances.

Client Contact: Joanna Colletti, Water Resources Manager, (815) 334-4560



City of Warrenville Permit Wetland and BMP Review Consultants

ERA provides review services for projects to enforce the standards of the DuPage County Countywide Stormwater and Flood Plain Ordinance with regard to wetlands, riparian areas and BMP's and permit process with federal and state agencies involved in wetland permitting. ERA meets with landowners, design consultants and contractors to coordinate the permit review/inspection process. ERA also provides native landscape monitoring services and prepares annual monitoring reports documenting the compliance status of each site with regard to the success criteria. Sites include: Home Avenue Road Improvements, Sesqui Park, Aurora Way and Landon Avenue Road Improvements, and Meadow Avenue Pedestrian Bridge and Pathway. ERA also assisted with their NPDES audits.

Client Contact: Philip M. Kuchler, Public Works Director, (630) 836-3033



Village of Bensenville Permit Review Consultants

ERA provides stormwater, floodplain, wetland and BMP review services for the Village of Bensenville on an as-requested basis. ERA provided professional assistance to the Village to explain how 2012 revisions to the Countywide Ordinance impact new developments. ERA completed an internal audit of 12 old and open permits from 2001-2008. This task entailed wetland inspection and reports and identification of critical permitting tasks that were never completed by bankrupt developments.

Client Contact: Mehul Patel, PE, Assistant Director of Public Works
(630) 594-1196



Village of Carol Stream Permit Review Services

ERA provides stormwater, floodplain, wetland and BMP review services for the Village of Carol Stream on an as-requested basis. Carol Stream strives to provide outstanding customer service and asks their consultants to work with the applicant. ERA guides applicants through the permit process to great satisfaction of the village.

Client Contact: Bill Cleveland, Village Engineer, (630) 871-6220

City of Naperville Permit Review Services

ERA provides site development review services for the city on an as-requested basis. Reviews have included a bankrupt commercial development and all aspects of a high-profile riverwalk development.

Client Contact: William Novack, PE, City Engineer, (630) 420-6704





Permit Review Consultant Services Various Municipal Locations, IL

City of Batavia Permit Reviews

Many new developments within the City of Batavia are required to have detention with a retention component or best management practice, such as rain gardens or bioswales per the Kane County Stormwater Ordinance. In order to ensure these components are functioning as intended after installation they need to be reviewed and inspected. In order to meet the Ordinance requirements ERA performs the following services for the City of Batavia: permit reviews, inspections during construction and after completion, and annual vegetation monitoring inspections and reporting to determine permit compliance in order to obtain signoff and closeout project permits.

Client Contact: Andrea Podraza, Civil Engineer, (630) 454-2757



Village of Burr Ridge Wetland Permit Reviews

ERA provides Burr Ridge (a dual county community) review services for projects to enforce the standards of the DuPage County Countywide Stormwater and Flood Plain Ordinance and Cook County Watershed Management Ordinance with regard to wetlands, riparian areas and BMP's and permit process with federal and state agencies involved in wetland permitting. ERA meets with landowners, design consultants and contractors to coordinate wetland verifications and permit review/inspection process.

Client Contact: David Preissig, PE, Director of Public Works /
Village Engineer, (630) 323-4733 x452



Village of Glen Ellyn Drainage and Permit Review Consultants

ERA provided site plan review services for development projects in the Village of Glen Ellyn. ERA's scope was expanded to include review of all residential, commercial, industrial and institutional site development projects. This includes review of both preliminary site plans and final site plans. As part of the final site plan review, site inspections were completed to ensure compliance with the approved site plan.

Client Contact: Staci Hulsberg, Director of Planning and Development
(630) 547-5240



Lily Lake Village Engineering Consulting Services

Since 1994, ERA has provided the Village of Lily Lake village consulting engineering services from its initial inception as a village. ERA worked closely with a planning consultant to draft and adopt the Subdivision Control Ordinance, roadway standards, and a 10-Year Roadway Capital Improvement Plan. In addition to numerous minor developments, ERA has overseen the planning, engineering, and construction of several large subdivision developments within the Village. ERA also provided NPDES compliance assistance for Lily Lake, by authoring their stormwater management plan, and preparing annual report and NOI.

Client Contact: Erik Hoofnagle, Public Works Director, (630) 365-9677





Project Understanding and Approach

Project Understanding

The Village of Downers Grove wishes to retain a qualified entity to perform review services for compliance with the Village of Downers Grove Stormwater and Flood Plain Ordinance and other relevant federal, state, and county ordinances. The selected entity is expected to provide written recommendations to village staff regarding approval or denial of permit applications. Reviews will be performed off site within the offices of the consultant and will be provided in an expedited manner. It is understood that the time commitment will vary, and the selected consultant will need to be available as requested.

Project Approach

ERA's vast review and design experience has provided us the privilege to work with many jurisdictional authorities and their approval processes. The time and effort required to work through these processes vary dramatically from one agency to the next. We find that the approach to a successful review process is to make it efficient and cost effective for both applicant and village. To accomplish these goals, ERA subscribes to the review philosophy and methodology described below.

Review Philosophy

ERA has completed thousands of reviews throughout various communities in northeast Illinois. Our work history of completing reviews provides ERA with a unique and detailed understanding of the review process. We have developed the following review philosophy built upon our vast review experience.

1. *Client Process* – ERA knows the importance of understanding our client's review process. Although similar in nature, each government agency has its own unique review and approval system and methodology. ERA's vast experience working with numerous government agencies gives us the ability to tailor our work to meet each agencies' and departments' needs. Our specific experience working with the Village of Downers Grove since 2008 has allowed us to learn your permit process preferences and become efficient at it.
2. *Staff Mentality* – ERA understands that we are not simply hired as a review consultant but as an extension of the village staff. As review engineers we represent the Village of Downers Grove and understand that review decisions impact, and sometimes establish, review policies. ERA staff will communicate closely with village staff on all grey areas of stormwater and subdivision reviews and ordinance interpretations. ERA has worked closely with village staff for the past twelve years. We have developed a great sense of teamwork and open dialog. Our experience will continue to aid us in difficult ordinance interpretations.
3. *Review Consistency*– ERA will work closely with village staff to tailor our reviews to that of the village's. It is extremely important that applicants see consistent review comments whether they come from village staff or from the review consultant. If the applicant can predict future comments, they will produce quality future submittals and reduce approval times and re-submittals. ERA has worked closely with village staff to develop comment checklists to ensure consistency. We will continue to build on our experience to maintain seamless coordination and consistency.



Project Understanding and Approach

4. *Applicant Communication* – ERA believes in an open communication policy. Our experience on both sides of the permitting process (both reviewer and applicant) leads us to place a high value on quality applicant/reviewer communication. Design engineers spend weeks or more working on a project, while reviewers often have only hours to gain an understanding of the proposed work. A simple phone call can clarify significant issues and reduce review time and unnecessary re-submittals. In addition, ERA prefers to encourage a partnership between the applicant and village to facilitate buy-in by the applicant to conform to regulations. Demonstrating the reasoning behind the regulations and how they protect the public welfare helps foster compliancy with applicants.
5. *Documentation* – ERA thoroughly documents review decisions. Each permit review is unique. It is critical to document why decisions were made for each case to not set an unwanted precedence. ERA will continue to file calculations and notes on ERA letterhead to document review decisions and comments.
6. *Reduce re-submittals* – ERA emphasizes a complete and thorough first permit review. Our goal is to avoid making new comments on any re-submittals. Applicants can find themselves in an endless circle of making changes and resubmitting if new comments are continually added.
7. *Expedited Reviews* – The depth of review experience, pro-active communication with applicants and discipline in following the review methodology allows ERA to perform high quality reviews in an expedited manner. Quick turnaround is a benefit to both the applicant and the village. We have dedicated a primary review engineer in Mike Maslowski, PE, CFM to prioritize the Village's Permit Reviews. This has proven to be extremely successful.

Review Methodology

In order to ensure our review philosophy is followed ERA has developed a consistent and proven review process. This process continually provides our clients with consistent, quality, and on-time review services as proven during the last twelve years of serving the Village. The following outlines our typical review process.

1. Perform a general overview of the submitted plans. The goal of the general overview is to identify missing plan items, to understand the overall design, and understand the impact to the surrounding area. If the general overview identifies missing plan items or major shortfalls, we prefer to immediately contact the Village rather than issuing a formal rejection letter. This helps to weed out applications who engineer their site through review comments. This step specifically includes a review of the county's floodplain maps, historical atlas, two-foot contours, historical aeriels, past permits, the Villages Drainage Control Map, etc.
2. Perform a general overview of calculations and/or stormwater report (if applicable). The goal of this overview is to check the applicant's methodology and general understanding of the hydrologic and hydraulic requirements. This step allows the review engineer to immediately alert the Village of any potential large-scale obstacles. This step often prevents unproductive review time on a submittal that will be redesigned, recalculated, and/or remodeled.
3. Perform a detailed review of the existing conditions of the site and surrounding areas. This includes a review of the provided survey and all available maps (county contour maps, wetland maps, road maps, USGS Topo, floodplain, etc.). This step would identify large upstream tributary areas, significant overland



Project Understanding and Approach

flow paths, traffic patterns, ingress/egress issues, depressional areas, outside jurisdictional authorities, etc., that often are missed when only focused on just the immediate site's proposed improvements.

4. Perform a detailed review of the proposed plans, calculations, and modeling. In the detailed review phase, a review checklist and the relevant subdivision and stormwater management ordinances are directly referred to as comments are generated. ERA uses the detailed check lists developed in conjunction with village staff through the past twelve years. Discussions with village staff should be held on grey area issues in an effort to maintain consistency with past reviews and to prevent the establishment of unwanted precedents.
5. Generate an official review letter to be reviewed by village staff. Comments should be detailed so that the applicant can effectively respond to them. The review letter should also include a list of required permits from other jurisdictional authorities. Because the final permit typically comes from the village, outside governmental authorities expect their approvals to be secured prior to the issuance of a permit. Review letters are delivered in electronic format to village staff.
6. When re-submittals are received, ERA does a cursory review of the submitted documents to ascertain if the applicant has responded to all review comments. If it appears that the applicant has left some comments outstanding, ERA will immediately open communication with the applicant for an explanation. It has been ERA's experience that missing information is either due to a mistake in the applicant's submittal package, or an indication of not understanding parts of the review comments. Either way, by communicating with the applicant, reviews can be processed completely and in a timely manner.
7. Finally, when all items have been addressed ERA will properly close out the permit by providing a summary of cost spent to review the permit.

Technical Expertise

The ERA Project Team meets all the qualifications listed in the RFP and in accordance with section 15-17.D of the County Ordinance.

Litigation Statement

Engineering Resource Associates, Inc. (ERA) is not currently involved in any litigation or disputes resulting from engineering services performed within the last three (3) years.

Client Projects within The Village

Miscellaneous homeowners (9 homeowners) within the past several years.

Limitations on Staff

ERA prioritizes Downers Grove Reviews and has no limit on staff hours.



Hourly Rates

STANDARD CHARGES FOR PROFESSIONAL SERVICES WITH A STANDARD MULTIPLIER RATE OF 2.50

<i>Staff Category</i>	<i>Current Average Billing Rate (2.50 multiplier)</i>
Professional Engineer VI	\$175.00(John)
Professional Engineer V	\$150.00(Marty)
Professional Engineer IV	\$130.00
Professional Engineer III	\$120.00(Jenny)
Professional Engineer II	\$117.00(Mike, Andrew)
Professional Engineer I	\$105.00
Structural Engineer VI	\$150.00(Melissa, Jake)
Structural Engineer III	\$130.00
Staff Engineer III	\$100.00(Molly)
Staff Engineer II	\$90.00
Staff Engineer I	\$80.00
Engineering Intern II	\$40.00
Engineering Intern I	\$39.00
Engineering Technician V	\$105.00
Engineering Technician IV	\$95.00
Engineering Technician III	\$85.00
Engineering Technician II	\$75.00
Engineering Technician I	\$65.00
Environmental Director	\$127.00(Erin)
Environmental Specialist III	\$100.00
Environmental Specialist II	\$90.00
Environmental Specialist I	\$80.00
Professional Surveyor II	\$125.00(Tim)
Professional Surveyor I	\$110.00
Surveyor IV	\$100.00(Collin)
Surveyor III	\$85.00
Surveyor II	\$75.00(Rick)
Surveyor I	\$60.00
Administrative Director	\$100.00
Administrative Staff IV	\$80.00
Administrative Staff III	\$70.00
Administrative Staff II	\$60.00
Administrative Staff I	\$50.00

Annual Rate Increase of 3%.

Village of Downers Grove

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. Company Name	Date: 10/30/2020
3s701 West Avenue, Suite 150 Street Address of Company	mmichalisko@eraconsultants.com Email Address
Warrenville, IL 60555 City, State, Zip	Marty Michalisko, Principal/Project Manager Contact Name (Print)
630-393-3060 Business Phone	630-918-0273 13-Hour Telephone
630-393-2152 Fax	 Signature of Officer, Partner or Sole Proprietor
ATTEST:  John Mayer Signature of Corporation Secretary	Marty Michalisko, Principal/Project Manager Print Name & Title

VILLAGE OF DOWNERS GROVE:

Authorized Signature

Title

Date

ATTEST:

Signature of Village Clerk

Date

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

Village of Downers Grove



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: *Marty Michalisko*
Marty Michalisko, Principal

DATE: 10/30/2020

Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to Stormwater Permit Review Services, 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: *Marty Michalisko* Marty Michalisko, Principal
Proposer's Authorized Agent

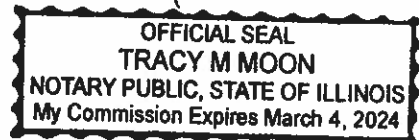
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FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 30 day of October, 2020

Tracy M Moon
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 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: _____

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: _____

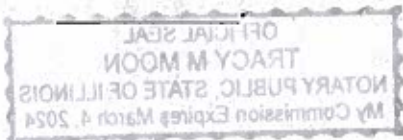
Manager or Member: _____

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

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 AssociatesAgent Audrey McNeillStreet Address 311 S.W. Water Street, Suite 211City, State, Zip Code Peoria, IL 61602-4108Telephone 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, PrincipalSignature:  _____Date: October 30, 2020

Village of Downers Grove

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: 10/30/2020

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.

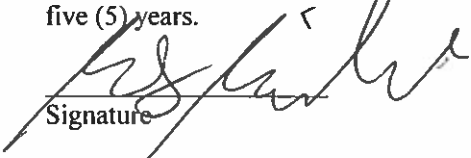
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

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