

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL MEETING**  
**APRIL 15, 2014 AGENDA**

<b>SUBJECT:</b>	<b>TYPE:</b>	<b>SUBMITTED BY:</b>
Construction Staking Services for Esterbrook/Downers Grove Estates (ST-027/WA-019/ST-046/SW-039/SW-040)	Resolution Ordinance ✓ Motion Discussion Only	Nan Newlon, P.E. Director of Public Works

**SYNOPSIS**

A motion is requested to award a construction staking contract for the Esterbrook/Downers Grove Estates Watermain, Drainage, and Roadway Reconstruction project to V3 Companies of Woodridge, Illinois in the amount of \$60,720. This amount includes a 10% contingency.

**STRATEGIC PLAN ALIGNMENT**

The Goals for 2011 to 2018 identified *Top Quality Infrastructure*.

**FISCAL IMPACT**

The FY14 budget includes \$80,000 for this portion of the project in the Capital Projects Fund.

**RECOMMENDATION**

Approval on the April 15, 2014 consent agenda.

**BACKGROUND**

Roadway reconstruction, drainage improvements, and some watermain replacement activities are scheduled to begin in the spring of 2014 within the Downers Grove Estates and Esterbrook Unit 1 subdivisions. Due to the close proximity of the projects, and the wide variety of work to be done, the Village hired a construction management firm (V3 Construction Group) to oversee all of the projects simultaneously, in lieu of hiring general contractors to manage and construct each project separately.

This contract will provide all professional surveying services for the project, which consist of construction staking and completion of an as-built survey following completion of the project. Construction staking is to be provided for all project elements including silt fence, water main, water main structures (including, but not limited to, fire hydrants, valve vaults, etc.), storm sewer structures, driveway culverts, parkway ditching/grading (cut and fill), pavement final grading, curb and gutter, and sidewalks. Construction staking services will be provided for all trade packages for both subdivisions.

An RFP was advertised for this work and four proposals were received. Staff recommends award of this contract to V3 Companies due to their experience, understanding of the project, proposed scope, and fee. V3 Companies has performed construction staking services to Elmhurst Memorial Healthcare Company in Elmhurst, IL and K. Hovnanian Homes for two residential subdivisions in Lisle, IL and Winfield, IL and received positive recommendations.

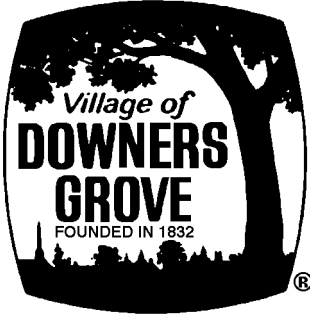
**ATTACHMENTS**

Contract Document

Signature Page

Campaign Disclosure

Capital Project Sheet ST-027/WA-019/ST-46/SW-039/SW-040



## REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: V3 Companies of Illinois Ltd.

Project Name: Esterbrook/Downers Grove Estates – Construction Staking and As-Built Services

Proposal No.: ST-046, SW-039, SW-040, ST-027, WA-019, WA-028

Proposal Due: Wednesday, March 26, 2014 @ 10:00A.M.  
Public Works Facility, 5101 Walnut Ave.,  
Downers Grove, IL 60515

Pre-Proposal Conference: Not Required

**Required of Awarded Contractor:**

Certificate of Insurance: Yes

Date Issued: Monday, March 17, 2014

This document consists of 26 pages.

Return **original, one duplicate copy, and an electronic copy** (.pdf) of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

DANIEL J. KMIECIK, PE  
STAFF ENGINEER  
VILLAGE OF DOWNERS GROVE  
5101 WALNUT AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-6875  
FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

Village of Downers Grove

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, 1 additional paper copy, and 1 electronic copy of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

## **I. REQUEST FOR PROPOSALS**

### **1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to **Wednesday, March 26, 2014 @ 10:00 A.M.**
- 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: Daniel Kmiecik, in a sealed envelope marked "SEALED PROPOSAL for Esterbrook/Downers Grove Estates Construction Staking and As-Built Services." The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

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

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

insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and collectively.

**3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

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

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 or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

**4. RESERVED RIGHTS**

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

**II. TERMS AND CONDITIONS**

**5. VILLAGE ORDINANCES**

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

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

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

**7. INDEMNITY AND HOLD HARMLESS AGREEMENT**

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

employees, or its subcontractors.

**8. NONDISCRIMINATION**

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

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

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

**9. SEXUAL HARASSMENT POLICY**

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

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

**10. EQUAL EMPLOYMENT OPPORTUNITY**

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

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

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

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

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

**11. DRUG FREE WORK PLACE**

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

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

**12. PREVAILING WAGE ACT**

- 12.1 Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed under this Contract. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this Contract or related subcontract. For applicable rates, go to the State of Illinois – Department of Labor website

([www.state.il.us/agency/idol/rates/rates.HTM](http://www.state.il.us/agency/idol/rates/rates.HTM)) and use the most current DuPage County rate. The Department revises the prevailing wage rates and the Proposer or subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates throughout the duration of this Contract.

- 12.2 Proposer and each subcontractor shall keep or cause to be kept accurate records of all laborers, mechanics and other workers employed by them on the public works project, which records must include each worker's name, address, telephone number when available, social security number, classification, hourly wage paid (including itemized hourly cash and fringe benefits paid in each pay period), number of hours worked each day, and the starting and ending times of work each day. These records shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for five (5) years from the date of the last payment on the public work.
- 12.3 Since this is a contract for a public works project, as defined in 820 ILCS 130/2, Proposer agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.
- 12.4 If this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, any and all contractors and subcontractors shall submit certified payroll records to the Village no later than the tenth (10<sup>th</sup>) day of each calendar month for the immediately preceding month in which construction on a public works project has occurred. **WITHOUT THIS PAPERWORK, NO INVOICE SHALL BE PAID BY THE VILLAGE.** Contractors and subcontractors must also submit a statement affirming that the records are true and accurate, that the wages paid to each worker are not less than the prevailing rate, and that the contractor and subcontractor are aware that filing false records is a Class A misdemeanor. The records must include the name, address, telephone number, social security number, job classification, hours of work, hourly rate, and start and end time of work each day for every worker employed on the public work. The Village reserves the right to check the pay stubs of the workers on the job. The Village further cautions that payment for any services rendered pursuant to this Contract may be predicated upon receipt of said records.
- 12.5 In the event that this is a construction project where Motor Fuel tax monies or state grant monies are used in the construction, maintenance and extension of municipal streets, traffic control signals, street lighting systems, storm sewers, pedestrian subways or overhead crossings, sidewalks and off-street parking facilities, and the like, the Village will require an Apprenticeship and Training Certification, attached after the Proposer's Certification.
- 12.6 Any bond furnished as security for performance shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

### **13. PATRIOT ACT COMPLIANCE**

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

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

**14. INSURANCE REQUIREMENTS**

- 14.1 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:
- 14.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
  - 14.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
  - 14.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
  - 14.1.4 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;
  - 14.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
  - 14.1.6 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;
  - 14.1.7 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.
- 14.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 14.3 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.

**15. CAMPAIGN DISCLOSURE**

- 15.1 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.
- 15.2 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.
- 15.3 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.
- 15.4 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.

**16. SUBLETTING OF CONTRACT**

- 16.1 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.

**17. TERM OF CONTRACT**

- 17.1 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.

**18. TERMINATION OF CONTRACT**

- 18.1 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.

**19. BILLING & PAYMENT PROCEDURES**

- 19.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will

comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

- 19.2 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.
- 19.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

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

- 20.1 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.

**21. STANDARD OF CARE**

- 21.1. 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.
- 21.2 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.
- 21.3 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.

**22. GOVERNING LAW**

- 22.1 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.

**23. SUCCESSORS AND ASSIGNS**

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

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

**24. WAIVER OF CONTRACT BREACH**

24.1 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.

**25. AMENDMENT**

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

**26. NOT TO EXCEED CONTRACT**

26.1 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.

**27. SEVERABILITY OF INVALID PROVISIONS**

27.1 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.

**28. NOTICE**

28.1 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.

**29. COOPERATION WITH FOIA COMPLIANCE**

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

**III. DETAIL SPECIFICATIONS**

**1. SCOPE OF WORK**

- 1.1 The Village of Downers Grove is requesting proposals from surveying firms to provide construction staking and as-built survey services relating to the scope of work stated below. As-Builts will be completed in phases according to the attached Project Phasing Map.
- 1.2 The Surveying firm shall be licensed in the State of Illinois, and is to perform all professional surveying services for the project. The work will be comprised of construction staking for silt fence, water main, water main structures (including, but not limited to, fire hydrants, valve vaults, etc.), storm sewer structures, driveway culverts, parkway ditching/grading (cut and fill), pavement final grading, curb and gutter, and sidewalks.
- 1.3 The construction staking shall include the approximate quantities listed below:

<b>Staking Item</b>	<b>Approximate Quantity</b>	<b>Unit</b>
Silt Fence	1,100	LF
Water Main	8,100	LF
Water Main Structures	52	EA
Storm Sewer Structures	150	EA
Storm Sewer Culverts	3,500	LF
Parkway Grading/Ditching	30,000	LF
Roadway	15,000	LF
Curb and Gutter	7,000	LF
Sidewalk	4,000	LF

SEE LOCATION MAP ON FOLLOWING PAGE.

**PROJECT LOCATION MAP**



1.4 Construction Staking shall include, but may not be limited to:

- The Surveyor shall provide adequate control points to construct the individual Project elements, and shall provide the Engineer with adequate control in close proximity to check the compliance of the elements constructed.
- Silt fence locations as shown on the plans or as directed by the Engineer.
- Proposed water main, with grades for conflict locations, at ~~with~~ maximum interval of 50 feet. Offsets to be staked as needed if required by field conditions or directed by the Engineer.
- Proposed water main structures with 10 foot and 25 foot offsets.
- Proposed storm sewer structures with 10 foot and 25 foot offsets.
- Proposed driveway culverts with grades. Offsets to be staked as needed if required by field conditions or directed by the Engineer.
- Parkway grading and ditching shall be staked at flow lines of all proposed ditches with maximum interval of 50 feet showing cut/fill information. Surveyor to stake high and low points of proposed ditch grading showing cut/fill information. Parkways without ditching shall be staked to show grading intent from design plans showing cut/fill information.
- Roadways shall be staked at centerlines off-sets with maximum interval of 50 feet. All high points, low points, and locations where road slope changes shall be staked. All staking shall show cut/fill information.
- Curb and gutter shall be staked with maximum interval of 50 feet. Surveyor to stake high and low points of curb and gutter showing cut/fill information.
- Sidewalks shall be staked based on final site grading according to the design plans and staked as necessary to show the grading intent of the design plans.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum. All surveyors shall note that the Esterbook Unit 1 plans are on NAVD 88 Vertical Datum and the Downers Grove Estates plans are on NGVD 29 Vertical Datum. The surveyor is to convert all elevations shown on the Downers Grove Estates plans to NAVD 88 Vertical Datum for staking purposes.
- The Surveyor will make field visits for staking services based on 4 hour or 8 hour visits (time on-site, not including travel) as instructed by the Engineer. The surveyor will be given 48 hour notice for staking requests. Determination of the necessity of a 4 hour or 8 hour visit for staking will be determined by the Engineer, based upon the amount of staking needed. Any additional time spent on site to perform the requested work shall be

incidental. Surveyor will not be compensated separately for office/calc time, travel time, travel expenses, mileage, equipment, meals, staking materials (lath, ribbon, PK nails, etc.) or any other additional expenses outside of the unit prices quoted below. The timing of all staking requests will be determined by the Engineer. In general, construction shall follow the Critical Path Schedule attached with this Request for Proposal, although the timing of staking requests may vary as deemed appropriate by the Engineer. It is possible that multiple survey crews may be needed on any given day, depending on work load.

- Surveyor shall provide an English speaking on-site representative at all times. The proposed on-site representative shall remain consistent throughout the project, unless an alternate is agreed to by the Engineer.

#### 1.5 Construction As-Builts

- Prior to final payment and within 28 calendar days of substantial completion, as determined in section III.4.1.1, the Surveyor shall provide the Owner with record drawings showing the elevations of all constructed storm sewer manholes, catch basins, inlets, and any other storm structures defined by the Engineer as part of the project. Red-lined plans or electronically-generated as-built plans are acceptable. Digital copies (in AutoCAD Civil3D format) of as-built drawings must also be provided. All work related to generating the as-built drawings shall be supervised by a licensed Illinois Land Surveyor.
- The surveyor shall record all field notes in standard survey field notebooks and those books shall become the property of the Owner at the completion of the Project. All notes shall be neat, orderly and in an accepted format

## 2. PROPOSAL REQUIREMENTS

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

- Cover Letter (optional)
- Project Understanding/Approach
- Firm Qualifications and Similar Project Experience (Project Data Sheets), including client contact information for at least three projects of a similar size and scope.
- Name of On-site Representative
- Key Staff Resumes
- List of key resources, including but not limited to equipment owned, total number of field crews employed, and total number of field crews available for this project
- “Not to Exceed” Fee Proposal

The proposals shall be succinct and directly relevant to this project. Proposals shall be submitted in an 8.5x11 format. Maximum number of pages for consultant generated proposal information shall be approximately 20 single sided (or 10 double sided). Double sided printing is allowable and encouraged. Only those persons planned to be directly



**3. CONTACTS**

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

Daniel J. Kmiecik, PE  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515  
Phone 630-434-6875  
Fax 630-434-5495  
dkmiecik@downers.us

**4. SELECTION PROCESS**

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

Step One:

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

- Firm's experience with projects of a similar size and scope
- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for project performance
- Cost

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

Step Two:

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

Step Three:

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

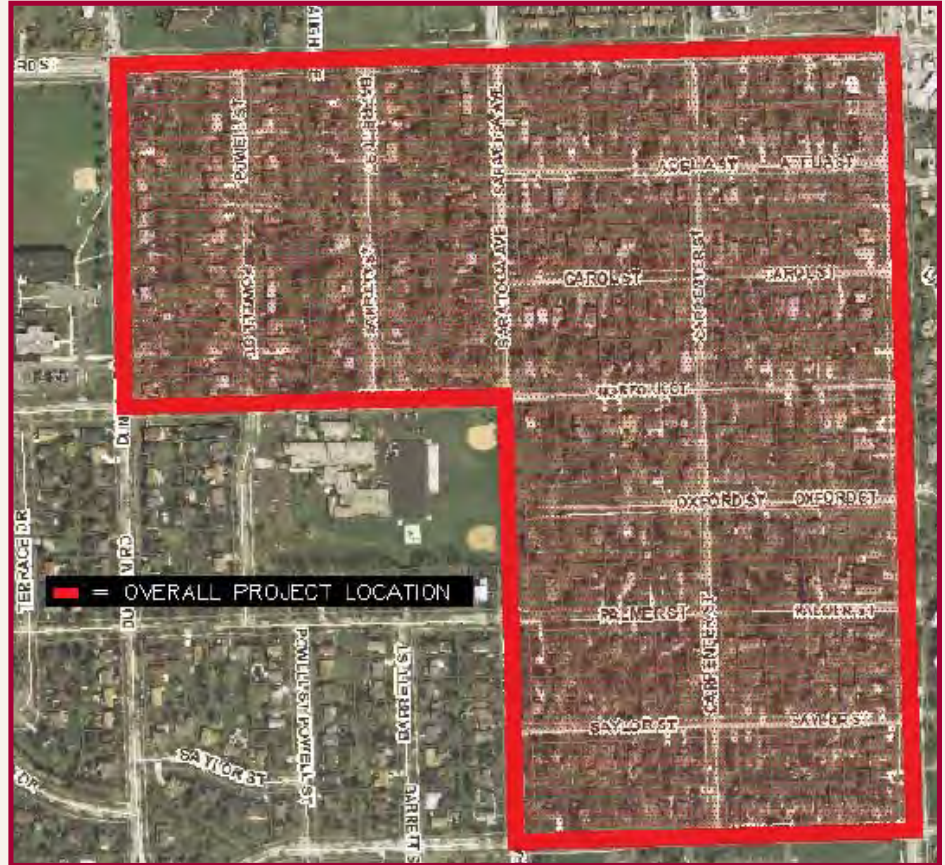
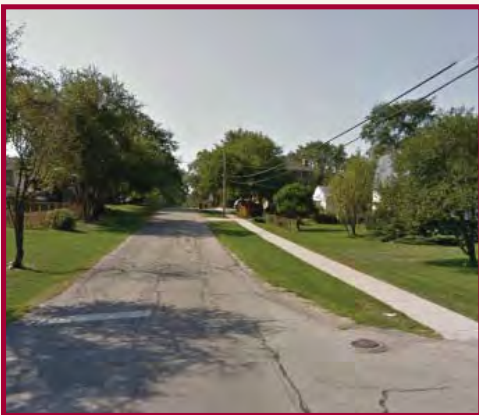
**IV. PROPOSER'S RESPONSE TO RFP (Professional Services)**

**(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.)**



# REQUEST FOR PROPOSAL

VILLAGE OF DOWNERS GROVE | DUE: MARCH 26, 2014



**ESTERBROOK/DOWNERS GROVE ESTATES -  
CONSTRUCTION STAKING AND AS-BUILT SERVICES**  
PROPOSAL No. ST-046/SW-039/SW-040/  
ST-027/WA-019 & WA/028

WWW.V3CO.COM | 888.707.2779

VISIO, VERTERE, VIRTUTE ... The Vision to Transform with Excellence



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- SECTION 2:** *COMPANY BACKGROUND*
- *Firm Overview & Services Provided in House*
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  - *Client Contact Information*
- SECTION 4:** *PROJECT TEAM*
- *Resumes*
- SECTION 5:** *PROJECT UNDERSTANDING/APPROACH*
- *Not to Exceed Fee*
- SECTION 6:** *LIST OF KEY RESOURCES*
- SECTION 7:** *REQUIRED FORMS*



March 25, 2014

Mr. Daniel J. Kmiecik, P.E.  
Staff Engineer  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515

Re: Esterbrook/Downers Grove Estates – Construction Staking and As-Built Services

Dear Mr. Kmiecik:

V3 Companies appreciates the opportunity to submit our qualifications for Construction Staking and As-Built Services for the Village of Downers Grove.

V3 is qualified to provide the Village of Downers Grove with Construction Surveying Services for several reasons:

- V3 can offer the Village of Downers Grove a highly qualified surveying team with the resources and backing of over 20 professional and technical survey staff.
- V3 surveyors use a range of sophisticated equipment including, but not limited to Global Positioning System receivers, scanners, robotic and conventional total stations which enable them to perform surveys quickly and accurately.
- All information is electronically gathered, and digitally transferred to computers to produce plan documents in a timely manner.
- Clearly establishes office and field procedures assure clients that V3 surveyors deliver a reliable product.
- Combining their experience, surveying techniques and knowledge of construction processes, V3's professionally led crews understand that accurate survey information prevents costly construction problems.

Should you have any questions in respect to this submittal, please feel free to contact me at 630-729-6226 or [gmk@v3co.com](mailto:gmk@v3co.com).

Sincerely,  
V3 COMPANIES

G. Matt Kwiatkowski  
Senior Project Manager

GMK/jb



# PARTNERSHIP WITH PURPOSE ...

**SHARED OBJECTIVES. CREATIVE SOLUTIONS. PROFIT ENHANCEMENTS.**



## ABOUT V3

- Number of Years in Business: 31
- 175 Employees

## ON-SITE REPRESENTATIVE

Matt Kwiatkowski

630-729-6226

[mkwiatkowski@v3co.com](mailto:mkwiatkowski@v3co.com)

## OFFICE LOCATIONS

- Woodridge, IL, USA
- Alberta, Canada
- Jeddah, Saudi Arabia
- Haiti

Your projects are challenging enough: the battle for funding, escalating costs, impossible deadlines. When it's that tough just to get a project off the ground, you need an engineering, natural resources and surveying firm that knows the ropes and can deliver your objectives.

At V3, we understand your challenges. Our team members have spent time in the trenches and have first-hand experience dealing with the dilemmas you face. You can count on our deep base of technical and managerial experts to be dedicated to achieving your objectives with excellence and superior service.

Our singular mission is to focus on your goals. We have long served municipalities, counties, state agencies, forest preserves, park districts and railroad clients with a full array of professional services. V3's team of experts across this wide range of disciplines will enhance your project's performance from initial programming to final closeout. When it comes to public projects ... we have what it takes to get the job done right.



# 30 YEARS OF HELPING YOU ACHIEVE YOUR VISION ...

## CAPABILITIES & EXPERTISE



Land Strategies  
& Entitlements



Survey  
& Mapping



Geosciences



Water  
Resources



Environmental  
& Brownfields



Wetlands  
& Ecology



Ecological  
Restoration



Land  
Development  
Consulting



Transportation  
& Traffic



Structural  
Design



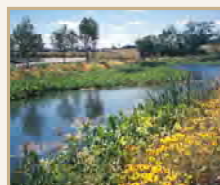
Municipal  
Consulting



Construction  
Engineering  
& Program  
Management



Construction  
Management  
& Contracting



LEED &  
Sustainable  
Design

## OFFICERS OF THE COMPANY/ CURRENT CAPACITY

### DIRECTORS

*Robin L. Petroelje*

*Patrick R. Kennedy*

*Louis J. Gallucci*

### OFFICERS

*President: Rob Petroelje*

*Executive Vice President/Treasurer:*

*Patrick Kennedy*

*Executive Vice President/Secretary:*

*Louis Gallucci*

*Senior Vice President: Stuart Dykstra*

*Senior Vice President: Tomas R. Valaitis*

*Vice President: Christopher D. Bartosz*

*Vice President: Theodore E. Feenstra, Jr.*

*Vice President: Gregory V. Wolterstorff*

*Vice President: David P. Heslinga*

*Vice President: Keith R. Oswald*

*Vice President: Michael P. Famiglietti*

*Vice President: Edward L. Fitch*

### CURRENT CAPACITY

*Key staff members are currently concluding activities on major projects but based on both current, and projected, project workloads for 2013-2014, our key and support staff will have adequate time and the necessary resources available to complete the work required.*





# NOTEWORTHY PROJECTS

## ESTERBROOK UNIT 1

DOWNERS GROVE, ILLINOIS

CONTACT: SCOTT VASKO  
630-434-5500

COMPLETED: 2013

**Client: Village of Downers Grove**

- V3's Survey Division was contracted to provide topographic mapping services of approximately 6300 feet of road and public right-of-way for a future infrastructure improvement project
- These maps depicted existing right-of-way lines, adjoining private property, ground surface features and utility structures of all surveyed areas
- The Village provided V3 with record utility atlases information to integrate into the maps
- V3 established a control network of survey points throughout the project using GPS, total station and differential leveling techniques in order to accurately locate and measure all improvements in the project area
- Plan sheets were prepared for every street within the project area
- The Village required all drawings to be submitted in AutoCAD 2013 format and that all topographic information to be referenced to 1983 Illinois East State Plane Coordinate System and to the NAVD 88 in order to integrate the data into their Geographic Information System

## ARBOR TRAILS



LISLE, ILLINOIS

CONTACT: JASON POLAKOW  
630-210-8868

COMPLETED: ON-GOING

**Client: K.Hovnanian Homes**

- Construction of a new 162 lot, single family home subdivision on 60-acres
- V3 established an overall network of control monuments around the perimeter of the site to use as reference for the duration of the project.
- V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 15,000 lf of curb, pedestrian paths and sidewalks, site lighting, detention ponds, record drawings, and other similar services for the 60 acre site.
- V3 also performed the topographic mapping and platting survey services used for the civil engineering design of the project.

## SILVERWOOD GLEN

WINFIELD, ILLINOIS

CONTACT: JASON POLAKOW  
630-210-8868

COMPLETED: ON-GOING

**Client: K.Hovnanian Homes**

- Construction of a new 50 lot, single family home subdivision on 29-acres
- V3 established an overall network of control monuments around the perimeter of the site to use as reference for the duration of the project.
- V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 5,300 lf of curb, pedestrian paths and sidewalks, site lighting, record drawings, and other similar services for the 29 acre site.
- V3 also performed the topographic mapping and platting survey services used for the civil engineering design of the project.



# NOTEWORTHY PROJECTS

## TARGET STORES



CHICAGO, ILLINOIS

CONTACT: BOB BURRIS  
773-278-1100

COMPLETED: 2013

### Client: Novak Construction Company

- Construction of a new 190,000 square foot, 3-story department and grocery store at Division and North Larrabee
- V3 established the control network used for the duration of the project.
- Building layout services included column line layout, caisson layout and as-builts, anchor bolt survey, and building control lines transferred to upper floors of the building.
- V3 also performed the layout for all civil improvements including wet and dry utilities, curb, pavement, and sidewalks.

## FEDEx CARGO FACILITY - O'HARE AIRPORT



CHICAGO, ILLINOIS

CONTACT: PETER BARTELS  
847-925-1300

COMPLETED: 2011

### Client: Power Construction Company

- Construction of a new cargo 297,000 square foot sorting facility on the south side of O'Hare Airport
- V3 established the control network used for the duration of the project.
- V3 performed layout for all civil improvements for the project, including wet and dry utilities, curb, bituminous and concrete pavements, light poles, and prepared record drawings at the end of the project.
- Building layout services included column line and foundation layout for the main sort building, and also the administration and aircraft maintenance buildings.

## ELMHURST MEMORIAL HOSPITAL



ELMHURST, ILLINOIS

CONTACT: TONY NUGENT  
773-695-3500

COMPLETED: 2011/2013

### Client: Gilbane Building Company

- Construction of a new 866,000 square foot, 6-story hospital and two medical office buildings, 80,000 square feet each, on a redeveloped 50-acre campus
- V3 established an overall network of control monuments around the perimeter of the site for various trades to reference for the duration of the project (6 years).
- V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, curb and pavement, site lighting, detention ponds, record drawings, etc., for the 50 acre site.
- Building layout services for the main hospital and the medical office buildings included foundation and column line layout, auger pile and anchor bolt surveys, steel plumbness surveys, building control lines transferred to each floor of the buildings, floor levelness surveys, and other technical layout services.
- V3 also performed all mapping and platting survey services for the project.



# Matt Kwiatkowski, WI P.L.S.

## Senior Project Manager

### YEARS OF EXPERIENCE

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With V3: 15  
Other: 10

### EDUCATION

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Civil Engineering  
Northern Arizona  
University

Civil Engineering  
Illinois Institute of  
Technology

### REGISTRATIONS

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Professional Land Surveyor:  
Wisconsin, 2523-008, 2003

Mr. Kwiatkowski has 25 years of experience in all phases of land surveying. He was a partner of a small construction layout company in suburban Chicago and has significant experience in managing large commercial and industrial construction surveying projects, as well as interstate highway and bridge layout experience. Mr. Kwiatkowski has also been involved in a variety of municipal infrastructure improvement projects including route surveys and topographic studies.

### NOTEWORTHY PROJECT EXPERIENCE

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**Elmhurst Memorial Hospital, Elmhurst, Illinois** – Project Manager for all construction surveying work performed for a new acute care hospital building. The hospital will serve as the centerpiece of the 50-acre integrated healthcare campus located near the corner of York and Roosevelt roads in Elmhurst. The 866,000-square foot hospital contains 259 private patient rooms and is connected to the existing Elmhurst Memorial Center for Health.

**Arbor Trails, Lisle, Illinois** - Project Manager for topographic mapping and platting services along with the establishment of an overall network of control monuments around the perimeter of this site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 15,000 lf of curb, pedestrian paths and sidewalks, site lighting, detention ponds, record drawings, and other similar services for the 60 acre site.

**Silverwood Glen, Winfield, Illinois** - Project Manager for topographic mapping and platting services used for the civil engineering design of the project. In addition V3 established an overall network of control monuments around the perimeter of the site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 5,300 lf of curb, pedestrian paths and sidewalks, site lighting, record drawings, and other similar services for the 29 acre site.

**Target Stores, Chicago, Illinois** – Project Manager responsible for establishing the control network used for the duration of the project. Building layout services included column line layout, caisson layout and as-builts, anchor bolt survey, and building control lines transferred to upper floors of the building. V3 also performed the layout for all civil improvements including wet and dry utilities, curb, pavement, and sidewalks.

**FedEx Cargo Facility - O'Hare Airport, Chicago, Illinois** – Project Manager responsible for establishing the control network used for the duration of the project. V3 performed layout for all civil improvements for the project, including wet and dry utilities, curb, bituminous and concrete pavements, light poles, and prepared record drawings at the end of the project. Building layout services included column line and foundation layout for the main sort building, and also the administration and aircraft maintenance buildings.

**Village of Downers Grove 2000/2001 Capital Improvement, Downers Grove, Illinois** – Project Manager for all topographic surveying work performed for the Village of Downers Grove for their 2000/2001 Capital Improvement Project. Work included the topographic mapping of approximately 12 miles of Village roads along with the preparation of maps and utility profiles for same.



# Matt Kwiatkowski, WI P.L.S.

## Senior Project Manager

**Springbrook Prairie Pavilion, Naperville, Illinois** – Project Manager for all construction surveying work performed for a 27 acre retail development at the northwest corner of 75th St. and Fort Hill Drive in Naperville. The site includes the construction of 10 building units providing 270,000 square feet of retail space and features a central plaza integrated into the design that adds a new retail lifestyle experience, including use for events, programs and other gatherings.

**Burr Ridge Village Center, Burr Ridge, Illinois** – Project Manager for all construction surveying work performed for a 21 acre mixed use development at the northeast corner of County Line Road and Burr Ridge Parkway, in the Village of Burr Ridge, Illinois. This lifestyle center will create a new Village Center for Burr Ridge, which currently has no downtown, and will include 7 mixed use buildings including retail, restaurant, office and residential uses. The project involves the creation of approximately 245,000 square feet of commercial space and 144 residential units with approximately 680 surface parking spaces together with parking above and below the proposed buildings.

**Monarch Landing, Sedgebrook Retirement Communities, Naperville, Lincolnshire, Illinois** – Project Manager for all construction surveying work performed for new retirement villages in Naperville and Lincolnshire, IL. Work included calculations for all site infrastructure improvements and building/column lines for multiple buildings. All buildings tied together with covered walkways so accurate overall control needed to be maintained over the duration of the projects.

**Willow Festival Shopping Center, Northbrook, Illinois** – Project Manager for all construction surveying work performed for a new shopping center in Northbrook, IL. Work included calculations for: site infrastructure improvements, new roads, building/column lines for 13 buildings constructed simultaneously, and roadway improvements to Willow and Waukegan Roads.

**Costco Distribution Warehouse Facility, Morris, Illinois** – Project Manager for the construction surveying of a 378,000 S.F. distribution warehouse serving the Chicago-land area. Work included calculations for all mass grading, buildings/column lines, utilities, curb, and concrete pavement for the 130 acre facility.



# Rene Delgado

## Survey Crew Chief

Mr. Delgado has 22 years of survey field experience. He is in charge of daily operations of a survey crew and responsible for upkeep of survey equipment. He has extensive experience interacting with clients and subcontractors. Rene is an active member of the local I30 technical plumbers union and is employed by V3 Construction Trades.

### **NOTEWORTHY PROJECT EXPERIENCE**

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**Arbor Trails, Lisle, Illinois** – Crew Chief for topographic mapping and platting services along with the establishment of an overall network of control monuments around the perimeter of this site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 15,000 lf of curb, pedestrian paths and sidewalks, site lighting, detention ponds, record drawings, and other similar services for the 60 acre site.

**Silverwood Glen, Winfield, Illinois** – Crew Chief for topographic mapping and platting services used for the civil engineering design of the project. In addition V3 established an overall network of control monuments around the perimeter of the site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 5,300 lf of curb, pedestrian paths and sidewalks, site lighting, record drawings, and other similar services for the 29 acre site.

**Target Stores, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. Building layout services included column line layout, caisson layout and as-builts, anchor bolt survey, and building control lines transferred to upper floors of the building. V3 also performed the layout for all civil improvements including wet and dry utilities, curb, pavement, and sidewalks.

**FedEx Cargo Facility - O'Hare Airport, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. V3 performed layout for all civil improvements for the project, including wet and dry utilities, curb, bituminous and concrete pavements, light poles, and prepared record drawings at the end of the project. Building layout services included column line and foundation layout for the main sort building, and also the administration and aircraft maintenance buildings.

**Elmhurst Memorial Hospital, Elmhurst, Illinois** – Crew Chief for the construction of a new 866,000 square foot, 6-story hospital and two medical office buildings, 80,000 square feet each, on a redeveloped 50-acre campus. V3 established an overall network of control monuments around the perimeter of the site for various trades to reference for the duration of the project (6 years). V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, curb and pavement, site lighting, detention ponds, record drawings, etc., for the 50 acre site. Building layout services for the main hospital and the medical office buildings included foundation and column line layout, auger pile and anchor bolt surveys, steel plumbness surveys, building control lines transferred to each floor of the buildings, floor levelness surveys, and other technical layout services. V3 also performed all mapping and platting survey services for the project.



# Rene Delgado

## Survey Crew Chief

**College of DuPage, Glen Ellyn, Illinois** – Crew Chief responsible for construction layout including mass grading, utilities, parking lots, foundation and building column line layout and control lines layout. His expertise was especially needed for the elaborate building layout of the HCNS and TEC building facilities.

**Sherman Plaza, Evanston, Illinois** – Performed complete field survey services, final construction staking and utility as-built surveys and condominium surveys on a twenty-five story residential, commercial retail building with a public parking structure.

**Lake Calumet, Calumet, Illinois** – Completed phase one of the hydrologic master plan topographic mapping and control establishment submitted to and being utilized by the City of Chicago Department of the Environment and Illinois Fish and Water.

**Soldier Field, Chicago, Illinois** – V3's survey division was contracted to provide historical monument monitoring survey services of the stadium as it underwent demolition in preparation for the proposed redevelopment of the arena. The scope of services included control establishment, baseline surveys and weekly monitoring of specific structural elements of the historical portion to be preserved checking for damage and movement.

**Village of Oak Park, Oak Park, Illinois** – Oak Park Control monument densification. Mr. Delgado utilized GPS and high accuracy digital leveling techniques in the process of completing updated and densification of control to be used for all future Oak Park improvement work.

**Indian Creek, Aurora, Illinois** – Party Chief responsible for surveying services to perform hydrologic and hydraulic modeling for approximately 7.5 miles of Indian Creek watershed to develop conceptual designs for solutions to address flooding issues. All areas were surveyed using electronic data collection, with the use of GPS to establish the initial control network tying into NGS monuments for state plane coordinates, (horizontal control) and NAVD 88, (vertical control) also tying in county and FEMA bench mark datums.

**Sherman Plaza, Evanston, Illinois** – Survey Crew Chief for a 25 floor residential high-rise with an attached parking garage, bottom level retail space and a 87,000-square-foot Lakeshore Athletic Club and Spa. The site encompassed 3 acres of downtown Evanston, Illinois and is located at the northwest corner of Sherman Avenue and Davis Street. An as-built survey of the entire structure was performed to assist in the preparation of a vertical subdivision plat and detailed condominium surveys for the upper 220 residential units.



# Dave Barron, CST I

## Instrument Operator

### YEARS OF EXPERIENCE

---

With V3: 12  
Other: 2

### EDUCATION

---

Associate Degree  
Applied Science  
ITT Technical Institute

### CERTIFICATIONS

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Certified Survey  
Technician Level I  
0607-3124

Mr. Barron has 14 years of survey field experience. He is part of a survey crew and responsible for upkeep of survey equipment and instrument operation. He has extensive experience interacting with internal and external clients and subcontractors. Mr. Barron currently holds certification as a survey technician level I, (CST I) and is an instrument operator for Union Local 130.

### NOTEWORTHY PROJECT EXPERIENCE

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**Arbor Trails, Lisle, Illinois** – Instrument Operator for topographic mapping and platting services along with the establishment of an overall network of control monuments around the perimeter of this site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 15,000 lf of curb, pedestrian paths and sidewalks, site lighting, detention ponds, record drawings, and other similar services for the 60 acre site.

**Silverwood Glen, Winfield, Illinois** – Instrument Operator for topographic mapping and platting services used for the civil engineering design of the project. In addition V3 established an overall network of control monuments around the perimeter of the site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 5,300 lf of curb, pedestrian paths and sidewalks, site lighting, record drawings, and other similar services for the 29 acre site.

**Target Stores, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. Building layout services included column line layout, caisson layout and as-builts, anchor bolt survey, and building control lines transferred to upper floors of the building. V3 also performed the layout for all civil improvements including wet and dry utilities, curb, pavement, and sidewalks.

**FedEx Cargo Facility - O'Hare Airport, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. V3 performed layout for all civil improvements for the project, including wet and dry utilities, curb, bituminous and concrete pavements, light poles, and prepared record drawings at the end of the project. Building layout services included column line and foundation layout for the main sort building, and also the administration and aircraft maintenance buildings.

**Elmhurst Memorial Hospital-York Street Campus, Elmhurst, Illinois** – Instrument Operator assisting in construction layout for 750,000+ sq. ft. building expansion, 35-acre site redevelopment, and renovation of two adjoining collector streets. A significant challenge for this project revolved around not impeding the existing hospital's daily operations while still moving forward with the construction schedule.

**Monarch Landing, Naperville, Illinois** – This senior living community is an extremely complex project due to its multiple buildings inter connecting. Mr. Barron assisted in the layout of its infrastructure and stormwater management / wetland creation areas and coordinated with the project superintendent on a daily basis of critical tasks needing to be completed.



# Dave Barron, CST I

## Instrument Operator

**Lincoln Mall, Matteson, Illinois** – Instrument Operator who assisted in this 102-acre retail shopping mall being redeveloped, retaining the shopping mall and adding big box stores and smaller Outlot commercial/retail stores. The project also consists of platting and constructing a new roadway to connect the major roads of U.S. Highway 30 and Cicero Avenue.

**Marmion Academy, Illinois** – Instrument Operator who assisted with this construction surveying work performed for site infrastructure improvements for this high school. The site improvements within the eastern 40 acres of the site included: access roads, eight tennis courts, varsity baseball field including press box and dugouts, soccer and football practice fields, total of 710 parking stalls, a storm water detention area, lawn irrigation for all playing fields, underground utilities and new street lighting.

**College of DuPage, Glen Ellyn, Illinois** – Instrument Operator who assisted with construction layout including mass grading, utilities, parking lots, foundation and building column line layout. His expertise was especially needed for the elaborate building layout of the HCNS and TEC building facilities and assisted with topographic mapping of the school.

**Fountain Square, Cicero, Illinois** – Instrument Operator who assisted with performing and managing field surveying services related to Boundary & Topographic surveying for a proposed 95-acre high profile mixed-use development (former Sportsman's Park Race Tracks site). Tasks included site control calibration for RTK GPS data acquisition, boundary reconnaissance and stockpile volume quantification.

**Stonegate, Aurora, Illinois** – Instrument Operator who participated in the construction layout and houseline surveying services for this single family and multi family development. He has performed tasks from utility layout, record grading surveys to mortgage and condominium surveys. His contribution and commitment to excellence has aided in the success of this new community.

**Elmhurst Memorial Healthcare** – Instrument Operator who assisted in ALTA and topographic mapping. This involved the healthcare center and neighboring lots.

**I-90 Reconstruction, Rockford, Illinois** – Instrument Operator who performed as-built information for pavement and adjacent berms.



# Harry Sulek

## Survey Crew Chief

### YEARS OF EXPERIENCE

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With V3: 13  
Other: 3

### EDUCATION

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Construction Technology  
Purdue University-Calumet

Architecture  
Ball State University

Mr. Sulek has 16 years of experience in all phases of residential and commercial construction surveying. He is in charge of daily operations of a survey crew and responsible for upkeep of survey equipment. Mr. Sulek previously worked in the concrete construction industry with 10 years of experience in residential and commercial development projects.

### NOTEWORTHY PROJECT EXPERIENCE

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**Arbor Trails, Lisle, Illinois** – Crew Chief for topographic mapping and platting services along with the establishment of an overall network of control monuments around the perimeter of this site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 15,000 lf of curb, pedestrian paths and sidewalks, site lighting, detention ponds, record drawings, and other similar services for the 60 acre site.

**Silverwood Glen, Winfield, Illinois** – Crew Chief for topographic mapping and platting services used for the civil engineering design of the project. In addition V3 established an overall network of control monuments around the perimeter of the site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 5,300 lf of curb, pedestrian paths and sidewalks, site lighting, record drawings, and other similar services for the 29 acre site.

**Target Stores, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. Building layout services included column line layout, caisson layout and as-builts, anchor bolt survey, and building control lines transferred to upper floors of the building. V3 also performed the layout for all civil improvements including wet and dry utilities, curb, pavement, and sidewalks.

**FedEx Cargo Facility - O'Hare Airport, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. V3 performed layout for all civil improvements for the project, including wet and dry utilities, curb, bituminous and concrete pavements, light poles, and prepared record drawings at the end of the project. Building layout services included column line and foundation layout for the main sort building, and also the administration and aircraft maintenance buildings.

**Elmhurst Memorial Hospital, Elmhurst, Illinois** – Crew Chief for the construction of a new 866,000 square foot, 6-story hospital and two medical office buildings, 80,000 square feet each, on a redeveloped 50-acre campus. V3 established an overall network of control monuments around the perimeter of the site for various trades to reference for the duration of the project (6 years). V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, curb and pavement, site lighting, detention ponds, record drawings, etc., for the 50 acre site. Building layout services for the main hospital and the medical office buildings included foundation and column line layout, auger pile and anchor bolt surveys, steel plumbness surveys, building control lines transferred to each floor of the buildings, floor levelness surveys, and other technical layout services. V3 also performed all mapping and platting survey services for the project.

**Highland Levee, Highland, Indiana** – The Little Calumet River, Indiana Local Flood Protection Stage VI, Phase II, Liable Road to Cline Avenue project consists of the use of



# Harry Sulek

## Survey Crew Chief

GPS to establish horizontal and vertical control for the 3D location of all improvements for topographic Studies of a mile of the constructed Flood Protection structure for the purposes of preparing and submitting for approval to the Army Corps of Engineers, red lines and final asbuilt drawings.

**The Meadows Phase IA and IB, Lansing, Illinois** – An 84 acre development that combines townhomes, duplex and single-family neighborhoods totaling approximately 200 units. The scope of services included the use of GPS to establish horizontal and vertical control for the 3D location of all improvements for topographic studies, responsible for construction layout services onsite.

**The Gates, St. John, Indiana** – A 702-acre mixed use residential community in Northwest Indiana consisting of approximately 1,450 units. The units vary from attached townhome units all the way up to 20,000 square foot single family lots. The scope of services included the use of GPS to establish horizontal and vertical control for the 3D location of all improvements for topographic studies, responsible for construction layout services onsite.

**Lake Hills, St. John, Indiana** – A 320-acre redevelopment of a 27 hole golf course. Built in 1920, the course was set among rolling hills and woodlands and enhanced by a 30-acre lake. It combines townhomes, duplex villas and luxury single-family neighborhoods totaling approximately 456 units and nearly 150 acres of parks, wetlands and nature preserves. The scope of services included the use of GPS to establish horizontal and vertical control for the 3D location of all improvements for topographic studies, responsible for construction layout services onsite.

**IDOT-District 2 Bridges, Henry County, Illinois** – Party Chief in charge of topographic cross sections of approximately 9500 lineal feet of a four lane divided interstate highway. By utilizing total station technology for the topographic mapping and GPS (Global Positioning System), V3 was able to tie into NGS (National Geodetic Survey) monuments already pre-established on the Illinois State Plane coordinate system. This project also called for accurate as-built surveying work to help the design and replacement of existing bridge decks and superstructure on both bridges of I-80 over Geneseo Creek, and I-80 over IL 82, four (4) structures total. The information considered necessary for the completion of this portion of the project was the location of the bridge and approach pavement, to locate all abutments, pier caps, centerline of bearings, face of existing abutment caps, bottom of beam elevations above all the bearings, all beam seat elevations, roadway elevation above, identifying and location of all existing utilities attached to the structure, and cross sections of IL 82 at the exterior girders to find the minimum clearance under the bridge.



# Steve Past, CST II

## Project Surveyor III

### YEARS OF EXPERIENCE

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With V3: 7  
Other: 1

### EDUCATION

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Bachelor of Arts, International  
Ministries  
Moody Bible Institute

### CERTIFICATIONS

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Certified: Geographic  
Information Systems

Certified Survey  
Technician Level III  
0607-3119  
NSPS- ACSM

### PROFESSIONAL ASSOCIATIONS

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National Society of  
Professional  
Surveyors and American  
Congress on Surveying and  
Mapping

### AREAS OF SPECIALIZED SKILL

---

AutoCAD Land Desktop  
Real Works Trimble High  
Definition Scanner Software  
Topographic Mapping  
Boundary Surveys  
ALTA/ACSM Land Title  
Surveys  
Preliminary and Final Platting  
of Subdivisions

Mr. Past has over 8 years of experience in all phases of land surveying as a Project Surveyor. Duties include but not limited to: Perform Cad construction calculations for field crews; Assist Project Managers in client communication tasks ; Perform Cad tasks for ALTA, Boundary, Topographic and miscellaneous Surveys; Perform project research and setup; Assist Project Managers with boundary analysis ; Perform field work when necessary;

### NOTEWORTHY PROJECT EXPERIENCE

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**Arbor Trails, Lisle, Illinois** - Project Surveyor for topographic mapping and platting services along with the establishment of an overall network of control monuments around the perimeter of this site to use as reference for the duration of the project. V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, 15,000 lf of curb, pedestrian paths and sidewalks, site lighting, detention ponds, record drawings, and other similar services for the 60 acre site.

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**Target Stores, Chicago, Illinois** - This project consisted of establishing the control network used for the duration of the project. Building layout services included column line layout, caisson layout and as-builts, anchor bolt survey, and building control lines transferred to upper floors of the building. V3 also performed the layout for all civil improvements including wet and dry utilities, curb, pavement, and sidewalks.

**Elmhurst Memorial Hospital, Elmhurst, Illinois** - Project Surveyor for the construction of a new 866,000 square foot, 6-story hospital and two medical office buildings, 80,000 square feet each, on a redeveloped 50-acre campus. V3 established an overall network of control monuments around the perimeter of the site for various trades to reference for the duration of the project (6 years). V3 provided construction surveying and layout services for all civil improvements including wet and dry utilities, curb and pavement, site lighting, detention ponds, record drawings, etc., for the 50 acre site. Building layout services for the main hospital and the medical office buildings included foundation and column line layout, auger pile and anchor bolt surveys, steel plumbness surveys, building control lines transferred to each floor of the buildings, floor levelness surveys, and other technical layout services. V3 also performed all mapping and platting survey services for the project.



# Steve Past, CST II

## Project Surveyor III

**Various Projects, Various Locations, Illinois** - Project Surveyor responsible for preparing all construction surveying and layout calculations for wet and dry utilities, curb, pavements, buildings, record drawings and as-builts, monitoring services, and other similar construction surveying services. These have been performed for the following projects:

- Esplanade II, Algonquin, IL
- Costco, North Riverside, IL
- Walmart, Naperville, IL
- Walmart, Darien, IL
- Sam's Club, Montgomery, IL
- Mariano's, Wheaton, IL
- Nordstrom Rack, Chicago, IL
- Whole Foods, Park Ridge, IL
- Maggie Daley Park Renovation, Chicago, IL



# Project Approach

It is V3 Companies understanding that the Village of Downers Grove requires the services of a Licensed Professional Land Surveying Firm to perform construction staking and as-built services for various roadways throughout the village.

As described within the request for proposal, the Village of Downers Grove requires that the following services be provided.

Construction Surveying and Layout shall include:

- Provide adequate control points to construct the individual Project elements, and provide the Engineer with adequate control in close proximity to check the compliance of the elements constructed.
- Mark silt fence locations as shown on the plans or as directed by the Engineer.
- Mark proposed water main, with grades for conflict locations, at with maximum interval of 50 feet. Offsets to be staked as needed if required by field conditions or directed by the Engineer.
- Mark locations of proposed water main structures with 10 foot and 25 foot offsets.
- Mark locations of proposed storm sewer structures with 10 foot and 25 foot offsets.
- Mark proposed driveway culverts with grades. Offsets to be staked as needed if required by field conditions or directed by the Engineer.
- Parkway grading and ditching shall be staked at flow lines of all proposed ditches with maximum interval of 50 feet showing cut/fill information. Surveyor to stake high and low points of proposed ditch grading showing cut/fill information. Parkways without ditching shall be staked to show grading intent from design plans showing cut/fill information.
- Roadways shall be staked at centerlines off-sets with maximum interval of 50 feet. All high points, low points, and locations where road slope changes shall be staked. All staking shall show cut/fill information.
- Curb and gutter shall be staked with maximum interval of 50 feet. Surveyor to stake high and low points of curb and gutter showing cut/fill information.
- Sidewalks shall be staked based on final site grading according to the design plans and staked as necessary to show the grading intent of the design plans.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum. All surveyors shall note that the Esterbook Unit I plans are on NAVD 88 Vertical Datum and the Downers Grove Estates plans are on NGVD 29 Vertical Datum. The surveyor is to convert all elevations shown on the Downers Grove Estates plans to NAVD 88 Vertical Datum for staking purposes.

The Surveyor will make field visits for staking services based on 4 hour or 8 hour visits (time on-site, not including travel) as instructed by the Engineer. The surveyor will be given 48 hour notice for staking requests. Determination of the necessity of a 4 hour or 8 hour visit for staking will be determined by the Engineer, based upon the amount of staking needed. Any additional time spent on site to perform the requested work shall be incidental. Surveyor will not be compensated separately for office/calc time, travel time, travel expenses, mileage, equipment, meals, staking materials (lath, ribbon, PK nails, etc.) or any other additional expenses outside of the unit prices quoted below. The timing of all staking requests will be determined by the Engineer. In general, construction shall follow the Critical Path Schedule attached with this Request for Proposal, although the timing of staking requests may vary as deemed appropriate by the Engineer. It is possible that multiple survey crews may be needed on any given day, depending on work load.

- Surveyor shall provide an English speaking on-site representative at all times. The proposed on-site representative shall remain consistent throughout the project, unless an alternate is agreed to by the Engineer.



# Project Approach

## Construction As-Builts:

- Prior to final payment and within 28 calendar days of substantial completion, as determined in section III.4.1.1, the Surveyor shall provide the Owner with record drawings showing the elevations of all constructed storm sewer manholes, catch basins, inlets, and any other storm structures defined by the Engineer as part of the project. Redlined plans or electronically-generated as-built plans are acceptable. Digital copies (in AutoCAD Civil3D format) of as-built drawings must also be provided. All work related to generating the as-built drawings shall be supervised by a licensed Illinois Land Surveyor.
- The surveyor shall record all field notes in standard survey field notebooks and those books shall become the property of the Owner at the completion of the Project. All notes shall be neat, orderly and in an accepted format

## *Approach to Organizing the work:*

Once authorized to proceed, V3 shall:

- 1) Office staff shall assemble existing control information, and schedule field work to begin.
- 2) Field staff shall find and tie together existing control information, setting new control points where necessary.
- 3) Field staff shall run a level loop through all control points and make any adjustments necessary.
- 4) Office staff shall review elevation discrepancies between two sets of plans, and make necessary adjustments.
- 5) Office staff shall prepare a Control Map that shows control points set with horizontal and vertical values for engineers use and provide to same.
- 6) Upon engineer's request, begin layout by staking silt fence locations.
- 7) Office staff shall prepare calculations for storm sewer and culverts. Field work to be performed upon request by engineer.
- 8) Office staff shall prepare calculations for centerline layout of all streets with offsets to one side. Field work to be performed upon request by engineer.
- 9) Office staff shall prepare calculations for curb construction. Field work to be performed upon request by engineer.
- 10) Office staff shall prepare calculations for sidewalk construction. Field work to be performed upon request by engineer.
- 11) Upon completion of storm sewer and culvert construction, begin field measurements of constructed improvements to Phase I, II, and III for preparation of as-builts.
- 12) Provide completed as-built drawings to village for review, acceptance, and final closeout.
- 13) Thank the Village of Downers Grove for the opportunity of working with them, and congratulate them on a very successful project!



**STAGE TWO**

**STAGE THREE**

**STAGE ONE**



## **Equipment**

- (6) Trimble S6 Robotic Total Station with Direct Reflex 200m, TSC3 controller using Trimble Access
- (8) GNSS receivers (4 transmit / receive, 4 receive only for use in RTK setup)
- (5) Four wheel drive 2014 Toyota Tacoma 4 door crew cab with warning lights and company signage, each fully outfitted with hand tools and associated surveying equipment.
- (4) Four wheel drive spare pickup trucks of various makes and models with covered bed, warning lights, company signage, fully outfitted with hand tools and associated surveying equipment.
- All vehicles outfitted with laptop mount, laptop computer, document scanner, printer, and cellular wireless hot spot connection.

## **Number of Field Crew Employed**

(6) 1-man field crews

## **Number of Field Crews Available for this Project:**

(3) 1-man field crews

## **Office Staff**

(9) Office staff members: (5) professionally licensed surveyors (PLS), (1) Surveyor in Training (SIT), and (3) NSPS - CST certified, all using laptop computers and Autodesk Civil3d 2014 software.





UNITED STATES | SAUDI ARABIA | HAITI | CANADA

[WWW.V3CO.COM](http://WWW.V3CO.COM) | 888.707.2779

**VISIO, VERTERE, VIRTUTE ... The Vision to Transform with Excellence**

**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 Bid Is To Be Considered For Award**

**PROPOSER:**

V3 Companies of Illinois Ltd  
Company Name

Date: 03/24/2014

7325 Janes Avenue  
Street Address of Company

cdbartosz@v3co.com  
Email Address


Woodridge, IL 60517  
City, State, Zip

Christopher Bartosz  
Contact Name (Print)

630-724-9200  
Business Phone

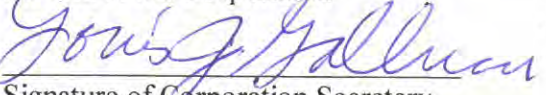
630-688-6170  
24-Hour Telephone

630-724-9202  
Fax

  
Signature of Officer, Partner or Sole Proprietor

Robin L. Petroelje  
Print Name & Title

ATTEST: If a Corporation

  
Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

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

ATTEST:

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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



### VENDOR W-9 REQUEST FORM

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

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

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

**NAME:** V3 Companies of Illinois, Ltd. \_\_\_\_\_  
**ADDRESS:** 7325 Janes Avenue \_\_\_\_\_  
**CITY:** Woodridge \_\_\_\_\_  
**STATE:** Illinois \_\_\_\_\_  
**ZIP:** 60517 \_\_\_\_\_  
**PHONE:** 630-724-9200 \_\_\_\_\_ **FAX:** 630-724-9202 \_\_\_\_\_  
**TAX ID #(TIN):** 36-3252440 \_\_\_\_\_

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

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

**NAME:** \_\_\_\_\_  
**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_  
**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

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

- |                      |   |
|----------------------|---|
| Individual           | Limited Liability Company -Individual/Sole Proprietor |
| Sole Proprietor      | Limited Liability Company-Partnership                 |
| Partnership          | Limited Liability Company-Corporation                 |
| Medical              | <b>Corporation</b>                                    |
| Charitable/Nonprofit | Government Agency                                     |

**SIGNATURE:**  **DATE:** 03/24/2014

**PROPOSER'S CERTIFICATION**

With regard to Esterbrook Survey proposer V3 Companies hereby certifies  
(Name of Project) (Name of Proposer)  
the following:

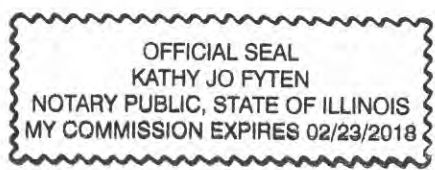
1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §12-105(A)(4);
3. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
4. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

BY:   
Proposer's Authorized Agent

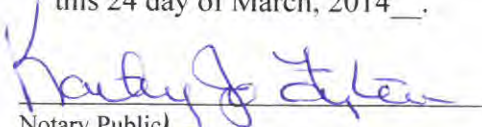
3 6 - 3 2 5 2 4 4 0

**FEDERAL TAXPAYER IDENTIFICATION NUMBER**

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



Subscribed and sworn to before me  
this 24 day of March, 2014.

  
Notary Public

County of Wage  
State of Illinois

(Fill Out Applicable Paragraph Below)

Village of Downers Grove

(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 V3 Companies of Illinois \_\_\_\_\_, and the full names of its Officers are as follows:

President: Robin Petroelje \_\_\_\_\_

Secretary: Louis J Galluci \_\_\_\_\_

Treasurer: Patrick Kennedy \_\_\_\_\_

and it does have a corporate seal. (In the event that this bid 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) **Partnership**

Signatures 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 \_\_\_\_\_.

(c) **Sole Proprietor**

The Supplier 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

Insurer's Name Charter Oak Fire

Agent Willis of Illinois, Inc.

Street Address 233 South Wacker Drive, Suite 2000

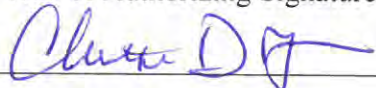
City, State, Zip Code Chicago, Il. 60606

Telephone Number 312-288-7154

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

Print Name of Company: V3 Companies of Illinois

Print Name and Title of Authorizing Signature: Christopher D. Bartosz, V.P. Survey Director

Signature: 

Date: 03/24/2014

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

Company Name: V3 Companies of Illinois

Address: 7325 Janes Avenue

City: Woodridge Zp 60517

Telephone: ( 630 ) 724-9200 Fax Number: ( 630 ) 724-9202

E-mail Address: cdbartosz@v3co.com

Authorized Company Signature: 

Print Signature Name: Christopher D. Bartosz Title of Official: V.P./Survey Director

Date: 03/24/2014

**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.

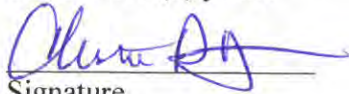
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

Under penalty of perjury, I declare:

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

  
Signature

Christopher D. Bartosz V.P. \_\_\_\_\_  
Print Name

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

Print the following information:

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

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

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

\_\_\_\_\_  
Signature

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

# 2014-2018 Capital Project Sheet

Project # **ST-027**

## Project Description **Roadway Reconstruction, Esterbrook Subdivision, Unit 1**

### Project summary, justification and alignment to Strategic Plan

This project includes reconstruction of Powell, Barrett and Saratoga between 63rd and Norfolk Streets. The roadways exhibit advanced base failures and are no longer suitable candidates for the Roadway Maintenance Program. The subdivision's water mains are also scheduled for replacement in 2014 (WA-019). If funding permits, the projects will be completed simultaneously.

Cost Summary	New			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	TOTAL
	Maintenance	Replacement								
Professional Services				50,000						50,000
Land Acquisition										-
Infrastructure		X		1,450,000						1,450,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
<b>TOTAL COST</b>				1,500,000	-	-	-	-	-	1,500,000

### Funding Source(s)

220-Capital Improvements Fund	▼	1,500,000								1,500,000
	▼									-
	▼									-
	▼									-
<b>TOTAL FUNDING SOURCES</b>		1,500,000	-	-	-	-	-	-	-	1,500,000

### Project status and completed work

None.

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

None.

Impact-annual operating expenses	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

The reconstruction of these roads will initially reduce current maintenance costs by eliminating the need for emergency patching, extra sweeping and removal of aggregate after snow plow operations.

### Map/Pictures of Project



Priority Score **B**

Project Manager:

Andy Sikich

Program: **342**

Department:

Public Works

# 2014-2018 Capital Project Sheet

Project # **ST-046**

## Project Description **Roadway Reconstruction, Downers Grove Estates**

### Project summary, justification and alignment to Strategic Plan

This project includes the reconstruction of the roadways in Downers Grove Estates, concurrently with the drainage improvements being performed (SW-039 and SW-040).

Cost Summary	New Maintenance Replacement			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	TOTAL
Professional Services										-
Land Acquisition										-
Infrastructure		X		3,100,000						3,100,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
<b>TOTAL COST</b>				3,100,000	-	-	-	-	-	3,100,000

Funding Source(s)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
220-Capital Improvements Fund	3,100,000						3,100,000
							-
							-
							-
<b>TOTAL FUNDING SOURCES</b>	3,100,000	-	-	-	-	-	3,100,000

### Project status and completed work

It is anticipated that this work will be performed in 2014.

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

Impact-annual operating expenses	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

The reconstruction of these roads will initially reduce current maintenance costs by eliminating the need for emergency patching, extra sweeping and removal of aggregate after snow plow operations.

### Map/Pictures of Project



Priority Score

Project Manager:

Andy Sikich

Program:

Department:

Public Works

# 2014-2018 Capital Project Sheet

Project # **SW-039**

## Project Description **Watershed Improvements, Prentiss Creek, Sub B (DG Estates)**

### Project summary, justification and alignment to Strategic Plan

Improvements are included in the Watershed Infrastructure Improvement Plan. This project involves constructing storm sewers and catch basins, and re-establishing ditch lines, to help alleviate drainage concerns. The work will be performed in conjunction with the reconstruction of the road in 2014.

Cost Summary	New Maintenance Replacement			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	TOTAL
Professional Services				50,000						50,000
Land Acquisition										-
Infrastructure	X	X	X	750,000					5,157,000	5,907,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
<b>TOTAL COST</b>				800,000	-	-	-	-	5,157,000	5,957,000

Funding Source(s)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
443-Stormwater Fund	800,000					5,157,000	5,957,000
							-
							-
							-
<b>TOTAL FUNDING SOURCES</b>	800,000	-	-	-	-	5,157,000	5,957,000

### Project status and completed work

Construction is anticipated to be completed in 2014.

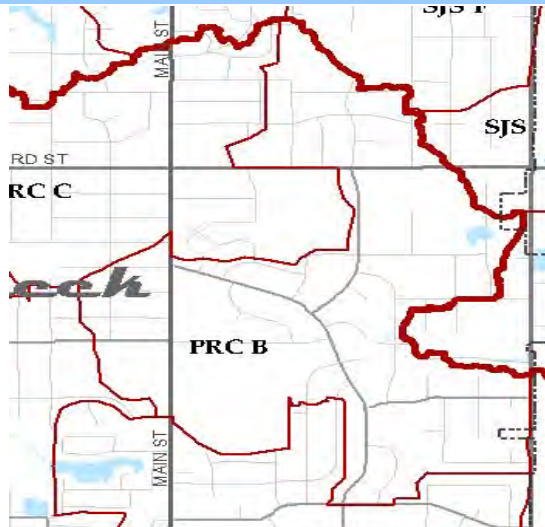
### Grants (funded or applied for) related to the project.

None.

Impact-annual operating expenses	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

Construction of new storm sewer will initially reduce maintenance expenses by eliminating the need for barricades and emergency pumping. Impact to the operating budget after FY2018 will increase as the new storm sewer ages and is in need of cleaning and repair.

### Map/Pictures of Project



Priority Score **B**

Project Manager:

Andy Sikich

Program: **347**

Department:

Public Works

# 2014-2018 Capital Project Sheet

Project # **SW-040**

## Project Description **Watershed Improvements, Prentiss Creek, Sub C (DG Estates)**

### Project summary, justification and alignment to Strategic Plan

Improvements are included in the Watershed Infrastructure Improvement Plan. This project involves constructing storm sewers and catch basins, and re-establishing ditch lines, to help alleviate drainage concerns. The work will be performed in conjunction with the reconstruction of the road in 2014.

Cost Summary	New Maintenance Replacement			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	TOTAL
Professional Services				50,000						50,000
Land Acquisition										-
Infrastructure	X	X	X	750,000					7,819,000	8,569,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
<b>TOTAL COST</b>				800,000	-	-	-	-	7,819,000	8,619,000

Funding Source(s)		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	TOTAL
443-Stormwater Fund	▼	1,750,000					7,819,000	9,569,000
	▼							-
	▼							-
	▼							-
<b>TOTAL FUNDING SOURCES</b>		1,750,000	-	-	-	-	7,819,000	9,569,000

### Project status and completed work

Construction is anticipated to be completed in 2014.

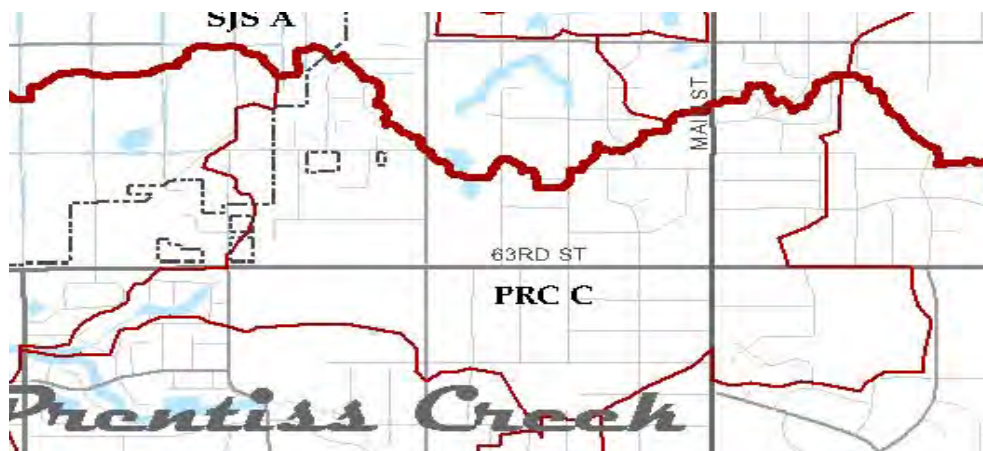
### Grants (funded or applied for) related to the project.

None.

Impact-annual operating expenses	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

Construction of new storm sewer will initially reduce maintenance expenses by eliminating the need for barricades and emergency pumping. Impact to the operating budget after FY2018 will increase as the new storm sewer ages and is in need of cleaning and repair.

### Map/Pictures of Project



Priority Score **B**

Project Manager:

Andy Sikich

Program: **347**

Department:

Public Works

# 2014-2018 Capital Project Sheet

Project # **WA-019**

## Project Description

## Watermain Replacement, Esterbrook Subdivision, Unit 1

### Project summary, justification and alignment to Strategic Plan

This project includes the replacement of the existing 6" watermain with an 8" watermain which is required due to the age of the pipe. This will increase water flow to hydrants in the area. Work will occur on Barrett, Powell and Saratoga.

Cost Summary	New			FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Years	TOTAL
	Maintenance	Replacement								
Professional Services				15,000						15,000
Land Acquisition										-
Infrastructure			X	810,000						810,000
Building										-
Machinery/Equipment										-
Other/Miscellaneous										-
<b>TOTAL COST</b>				825,000	-	-	-	-	-	825,000

Funding Source(s)	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
481-Water Fund	825,000						825,000
							-
							-
							-
<b>TOTAL FUNDING SOURCES</b>	825,000	-	-	-	-	-	825,000

### Project status and completed work

No work has started.

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

None

Impact-annual operating expenses	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	Future Yrs	TOTAL
Projected Operating Expense Impact:							-

This project will reduce operating expenses by eliminating the need for costly emergency repairs on the old watermain..

### Map/Pictures of Project



Priority Score **A**

Project Manager: **David Bird**

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