

VILLAGE OF DOWNERS GROVE
Report for the Village
2/2/2021

SUBJECT:	SUBMITTED BY:
Contract Extension for 2021 Material Testing Services - Interra, Inc.	Andy Sikich Director of Public Works

SYNOPSIS

Resolutions have been prepared to authorize contracts for material testing services for capital improvement projects with the following companies:

- INTERRA, Inc. of Bolingbrook, Illinois; and
- SEECO Consultants, Inc. of Tinley Park, Illinois; and
- Millennia Professional Services of Downers Grove, Illinois.

Each contract is in an amount not-to-exceed \$55,000. The total amount for all three contracts is not to exceed \$165,000. This includes a 10% contingency.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY21 budget includes a total of \$165,000 for material testing. A summary of the funding locations is provided below:

Fund	Allocation Amount
Capital Fund	\$90,400
Stormwater Fund	\$40,600
Water Fund	\$34,000
TOTAL	\$165,000

RECOMMENDATION

Approval on the February 2, 2021 Consent Agenda.

BACKGROUND

Four firms were pre-qualified by the Village for material testing services through a Request for Qualifications that was issued in 2018 for the years 2019-2021. Unit rates for required testing services were solicited from the pre-qualified firms, with three of the four firms responding. After reviewing the proposals, SEECO Consultants, Inc., Interra, Inc., and Millennia Professional Services were all identified as firms that best meet the needs of the Village, and the Village entered into contracts with these three firms in April 2019.

The three firms have agreed to hold their hourly rates for the work proposed in 2019 with some minor modifications. Staff is recommending a contract extension in lieu of advertising a new Request for Proposals. Staff will work with the three firms to develop a scope of work for each project to reflect the specific identified needs of each site. Services under each contract would be authorized under specific work orders with individual not-to-exceed amounts and in accordance with the unit prices specified within the contracts.

INTERRA, Inc. and SEECO Consultants, Inc. have satisfactorily provided material testing services for capital improvement projects from 2013 through 2020. Millennia Professional Services satisfactorily provided material testing services for capital improvement projects in 2019 and 2020.

ATTACHMENTS

Resolutions

Contracts

Contract Extensions

Consultant Evaluation

RESOLUTION NO. ____**A RESOLUTION AUTHORIZING EXECUTION OF A SECOND EXTENSION
TO THE CONTRACT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND
INTERRA, INC.**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois, as follows:

1. That the form and substance of a certain Second Extension (the "Agreement"), between the Village of Downers Grove (the "Village") and Interra, Inc. (the "Provider"), for material testing services, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____

Village Clerk

**SECOND EXTENSION TO THE CONTRACT BETWEEN
THE VILLAGE OF DOWNERS GROVE AND
INTERRA, INC.**

The Village of Downers Grove, Illinois and INTERRA, Inc. entered into a contract on or about April 9, 2019 for material testing services. This extension represents the second extension for this contract. Pursuant to the terms stated therein, the parties desire to extend that contract under the following terms:

1. The total not-to-exceed amount shall remain at \$55,000. Unit prices shall also remain the same as the 2019 rates as set forth on Exhibit A attached hereto.
2. The contract shall be extended for a one-year period, ending December 31, 2021. The extension shall continue until the not-to-exceed price has been reached or until December 31, 2021, whichever occurs first.
3. All other terms from the April 9, 2019 contract remain in full force and effect.

VILLAGE OF DOWNERS GROVE

INTERRA, Inc.



Project Manager

Title

Title

Date: _____

Date: 12/23/20

Village of Downers Grove – 2019 Material Testing Services



REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: INTERRA, Inc.

Project Name: 2019 Material Testing Services
Proposal No.: Testing-VariouS 2019
Proposal Due: Wednesday, March 6, 2019 @ 10:00 A.M. –
Public Works Facility, 5101 Walnut Avenue
Downers Grove, IL 60515

Pre-Proposal Conference: None

Required of All Proposers:

Deposit/Bid Bond: No

Letter of Capability of Acquiring Performance Bond: No

Required of Awarded Proposer:

Certificate of Insurance: Yes

Date Issued: Wednesday, February 20, 2019

This document consists of 35 pages.

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

JIM TOCK, PE
STAFF ENGINEER II
VILLAGE OF DOWNERS GROVE
5101 WALNUT AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-2453
FAX: 630/434-5495
www.downers.us

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

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

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

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

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

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original and 1 digital copy of the total Proposal. Upon formal award of the Proposal, the successful Proposer will receive a copy of the executed contract.

Village of Downers Grove – 2019 Material Testing Services

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

- 1.1 Proposals shall be submitted in an 8.5x11 format. They shall be succinct, and directly relevant to this project. Approximate number of pages shall be 20 (not including those within this document to be submitted). Double-sided printing is encouraged.
- 1.2 Notice is hereby given that Village of Downers Grove will receive sealed proposals up to **Wednesday, March 6, 2019 @ 10:00 A.M.**
- 1.3 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.
- 1.4 Proposal forms shall be sent to the Village of Downers Grove, ATTN: JIM TOCK, PE, in a sealed envelope marked "SEALED PROPOSAL for 2019 MATERIAL TESTING SERVICES." The envelope shall be marked with the name of the project, date, and time set for receipt of proposals.
- 1.5 All proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting proposal. Telephone, email and fax proposals will not be accepted.
- 1.6 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 our 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.

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- 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, 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 of Downers Grove 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 proposal will not be waived.

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II. TERMS AND CONDITIONS**1. VILLAGE ORDINANCES**

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

2. USE OF VILLAGE'S NAME

- 2.1 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.

3. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 3.1 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.

4. NONDISCRIMINATION

- 4.1 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.
- 4.2 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 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

5. SEXUAL HARASSMENT POLICY

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

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- 5.1.1 Notes the illegality of sexual harassment;
- 5.1.2 Sets forth the State law definition of sexual harassment;
- 5.1.3 Describes sexual harassment utilizing examples;
- 5.1.4 Describes the Proposer's internal complaint process including penalties;
- 5.1.5 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
- 5.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

6. EQUAL EMPLOYMENT OPPORTUNITY

6.1 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:

- 6.1.1 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.
- 6.1.2 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.
- 6.1.3 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.
- 6.1.4 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

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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.

- 6.1.5 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.
- 6.1.6 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.
- 6.1.7 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.

7. DRUG FREE WORK PLACE

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

- 7.1 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.
- 7.2 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.
- 7.3 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.

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- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

8. PREVAILING WAGE ACT

- 8.1 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) 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.
- 8.2 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.
- 8.3 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.
- 8.4 Because 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 (10th) 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

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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.

- 8.5 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.
- 8.6 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.

9. **PATRIOT ACT COMPLIANCE**

- 9.1 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.

10. **INSURANCE REQUIREMENTS**

- 10.1 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:
- 10.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
- 10.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
- 10.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death

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of any person other than the Proposer's employees;

- 10.1.4 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;
 - 10.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - 10.1.6 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;
 - 10.1.7 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.
- 10.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 10.3 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.

11. CAMPAIGN DISCLOSURE

- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 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.

12. SUBLETTING OF CONTRACT

- 12.1 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.

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

13. TERM OF CONTRACT

- 13.1 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.

14. TERMINATION OF CONTRACT

- 14.1 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 termination. 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.

15. BILLING & PAYMENT PROCEDURES

- 15.1 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.
- 15.2 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.
- 15.3 Please send all invoices to the attention of Jim Tock, Downers Grove Public Works, 5101 Walnut, Downers Grove, IL 60515.

16. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

- 16.1 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.

17. STANDARD OF CARE

- 17.1. 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

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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.

17.2 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.

17.3 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 contractor(s') failure to perform its work in accordance with contract documents.

18. GOVERNING LAW

18.1 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.

19. SUCCESSORS AND ASSIGNS

19.1 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.

20. WAIVER OF CONTRACT BREACH

20.1 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.

21. AMENDMENT

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

22. NOT TO EXCEED CONTRACT

22.1 The contract price is a "not-to-exceed" cost with the exception of the unit prices for 100-linear feet of right-of-way survey and additional ½ acre of private property survey. 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. The unit prices provided will be used to increase the contract value beyond the "not-to-exceed" price.

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23. SEVERABILITY OF INVALID PROVISIONS

- 23.1 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.

24. NOTICE

- 24.1 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.

25. COOPERATION WITH FOIA COMPLIANCE

- 25.1 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.)

Village of Downers Grove – 2019 Material Testing Services

III. DETAIL SPECIFICATIONS**1. REQUEST**

The Village of Downers Grove (Village) is requesting Proposals for professional services from previously-qualified Material Testing firms (ENGINEER) to provide Material Testing Services during construction of various Capital Improvement Projects.

1.1 Project Description

Material testing services will be requested for various types of projects including replacement of sidewalk, open-trench installation of watermain and storm sewer, roadway patching, roadway resurfacing, traditional roadway reconstruction (excavation/aggregate/hot-mix asphalt), and roadway reconstruction via full-depth reclamation. Construction is expected to take place as early as April 2019 and as late as December 2019.

2. SCOPE OF WORK

2.1 The scope of the work includes construction materials testing services for the type of projects listed above to ensure proper installation of construction materials.

2.2 All work will be performed per the IDOT Standard Specifications for Road and Bridge Construction and the Standard Specifications for Water & Sewer Main Construction of Illinois. Testing will be performed in accordance with the Illinois Department of Transportation specifications for QC/QA of both asphalt and concrete materials and/or as determined by the Village's on-site representative. The Village will be providing construction inspection services.

3. MATERIAL TESTING

3.1 The ENGINEER'S representative on a project shall familiarize himself with the contract plans and specifications, which will be provided by the Village.

3.2 The ENGINEER shall be responsible for establishing a field and laboratory testing program specifically designed to demonstrate that the materials used and the construction itself conform to the contract plans and specifications.

3.3 The ENGINEER shall conduct such field, laboratory and HMA/PCC plant tests as may be required by generally accepted engineering practices or specifically requested by the Village. All testing is to be performed in accordance with the appropriate ASTM and IDOT standards. Results shall be reported to the Village on forms that fully disclose all information necessary to interpret the results, including the physical condition of materials, source of materials, conditions of testing, etc.

3.4 The ENGINEER shall prepare field reports for each day the ENGINEER'S representative is at the project site. Such daily reports shall include, without limitation, type and quantity of materials placed that day, any instructions given the Contractor, a description of testing

Village of Downers Grove – 2019 Material Testing Services

performed, the results of such testing and any other significant observations. The ENGINEER shall also prepare any forms or reports related to material inspections required by IDOT, if applicable.

4. PROPOSAL

4.1 The Proposal shall include the following information:

- A statement describing the Field and Laboratory Testing Program recommended, not limited to items listed on Schedule of Fees in Section 8 of the Detailed Specifications
- The Unit Price column of the Schedule of Fees in Section 8 of the Detailed Specifications must be filled in.
- A separate Work Order (WO) shall be agreed to by the Village and the Engineer for each construction project or group of construction projects for which the Village desires the Engineer to provide services prior to the start of construction for said project(s).
- The total not-to-exceed contract amount shall be left blank in the Proposal until such time as the Village and the Proposer have agreed to a final scope and budget.

4.2 The ENGINEER shall perform all required services consistent with accepted standards of practice for professional civil and geotechnical engineers.

5. PROPOSAL REVIEW and SELECTION PROCESS

5.1 Unless the Village exercises its right to reject all Proposals, the Contract will be awarded to that responsible Proposer(s) whose Proposal, conforming to the Contract Documents, will be most advantageous to the Village, price and other factors considered.

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

5.1.1 Step One:

The Village will review and evaluate each Proposal based on the requirements for submittal described above. Weighting of the evaluation will include but not be limited to the following:

- Approach to organizing and understanding of the project
- Responsiveness to requirements, terms, timeliness and conditions for project performance
- Capability and experience on comparable projects
- Unit rates for commonly used personnel and tests

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

5.1.2 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. The Village reserves the right to award contracts for these

Village of Downers Grove – 2019 Material Testing Services

services to more than one proposer, each for specific projects and/or for a portion of the overall testing budget for 2019, if it is deemed to be in the best interest of the Village.

5.1.3 Step Three:

Upon the successful negotiation of a WO and Village approval, the Village will send a Notice of Award (NOA) letter to the selected firm(s) followed by a Notice to Proceed (NTP) letter and a list of assigned 2019 Village projects.

6. PERIOD OF SERVICE

6.1 Timeframes given are estimated only and not limiting when material testing services may be required. The estimated project durations are given in Section 1.1 of the Detail Specifications.

6.2 If the Village exercises its option to terminate this Contract upon default by the Proposer, the Proposer shall cause to be delivered to the Village all drawings and field notes, or electronic data files, if any, with the understanding that all such material becomes the property of the Village. The Proposer shall be paid the total maximum cost as set forth above, less the cost incurred by the Village in completion of the work.

7. CONTACT PERSON

7.1 All questions concerning the project, the submittal of a Proposal, the Village's review and evaluation of submittals should be directed to:

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

8. SCHEDULE OF FEES (Prices Effective Until Completion of Projects)

2019 MATERIAL TESTING SERVICES		
DESCRIPTION	UNIT	UNIT PRICE
PROFESSIONAL PERSONNEL SERVICE		
CHIEF ENGINEER	HOUR	175.00
PRICIPAL ENGINEER (CONSULTANT)	HOUR	175.00
SENIOR ENGINEER	HOUR	150.00
PROJECT ENGINEER	HOUR	120.00
STAFF ENGINEER	HOUR	110.00
TECHNICAL AND SUPPORT PROFESSIONAL SERVICES		
LAB/ENGINEER TECHNICIAN	HOUR	120.00
FIELD TECHNICIAN	HOUR	120.00
SECRETARY	HOUR	75.00

Village of Downers Grove – 2019 Material Testing Services

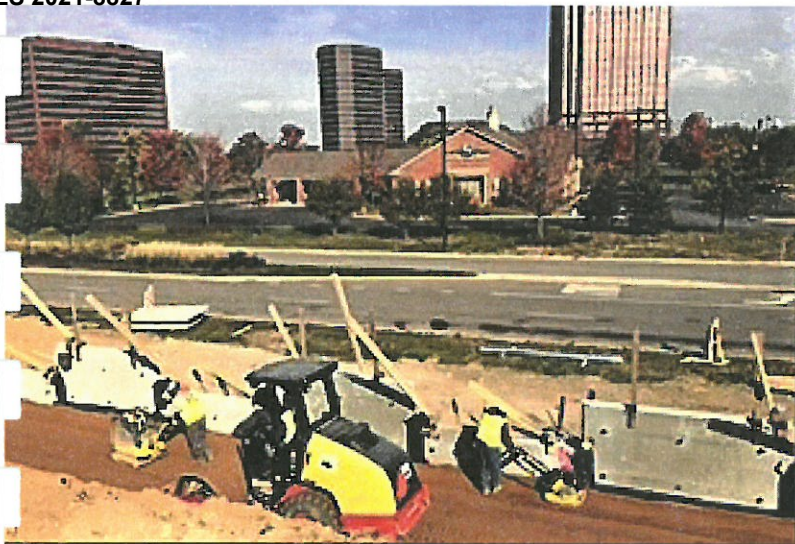
LABORATORY TESTING (SOILS)		
VISUAL CLASSIFICATION, INCLUDING POCKET PENETROMETER READINGS	EACH	20.00
MOISTURE CONTENT DETERMINATION (ASTM D 2216)	TEST	15.00
SIEVE ANALYSIS, DRY, 7 SIEVES	TEST	150.00
SIEVE ANALYSIS, WASHED, 7 SIEVES	TEST	175.00
COMBINED HYDROMETER AND SIEVE ANALYSIS (ASTM D 422)	TEST	225.00
ATTERBERG LIMITS, LL, PL (ASTM D 423, 424)	TEST	125.00
SPECIFIC GRAVITY DETERMINATION (ASTM D 854)	TEST	200.00
NUCLEAR MOISTURE/DENSITY GAUGE	DAY	45.00
CCDD PER PUBLIC ACT 96-1416, (35 IAC 742) TACO, STANDARD TURN AROUND (7-10)	EACH SAMPLE	900.00
CCDD PER PUBLIC ACT 96-1416, (35 IAC 742) TACO, EXPEDITE TURN AROUND (2 DAY)	EACH SAMPLE	1200.00
STANDARD PROCTOR COMPACTION (ASTM D 698)	TEST	200.00
MODIFIED PROCTOR COMPACTION (ASTM D 1557)	TEST	225.00
DISCRETE SOIL PH	EACH SAMPLE	14.00
DISCRETE SOIL VOC	EACH SAMPLE	125.00
DISCRETE SOIL SVOC	EACH SAMPLE	200.00
DISCRETE SOIL PNA	EACH SAMPLE	110.00
DISCRETE SOIL BETX	EACH SAMPLE	72.00
DISCRETE SOIL RCRA METALS	EACH SAMPLE	84.00
DISCRETE SOIL TARGET ANALYTE METALS (TAL)	EACH SAMPLE	205.00
DISCRETE SOIL PCBS	EACH SAMPLE	78.00
DISCRETE SOIL PESTICIDES	EACH SAMPLE	100.00
SPLP METALS	EACH SAMPLE	160.00
TCLP METALS	EACH SAMPLE	160.00
WASTE CHARACTERIZATION RCRA GREEN SHEET ANALYSIS	EACH SAMPLE	740.00
PID METER	DAY	100.00
DYNAMIC CONE PENETROMETER	DAY	50.00
LABORATORY TESTING (CONCRETE & ASPHALT)		
CONCRETE AGGREGATE TEST: FINE AGGREGATE SIEVE ANALYSIS	TEST	150.00
COARSE AGGREGATE SIEVE ANALYSIS	TEST	175.00
FINE AGGREGATE - SPECIFIC GRAVITY & ABSORPTION	TEST	225.00
COARSE AGGREGATE - SPECIFIC GRAVITY & ABSORPTION	TEST	225.00
COMPRESSIVE STRENGTH OF CONCRETE CYLINDERS	EACH CYL.	25.00
EXTRACTION FOR ASPHALT CONTENT	TEST	275.00
MODIFIED EXTRACTION FOR FIBER CONTENT (FIBER-ASPHALT)	TEST	300.00
HMA CORE DENSITY & THICKNESS	EACH CORE	65.00
BULK SPECIFIC GRAVITY of GYRATORY SAMPLE	TEST	300.00
MAXIMUM SPECIFIC GRAVITY, BIG D (ASTM D2041)	TEST	175.00
MISCELLANEOUS		
CYLINDER PICK UP	HOUR	100.00
MILEAGE	MILE	0.60
PID SCREENING	HOUR	110.00
SOIL SAMPLING	HOUR	110.00
TOTAL (NOT-TO-EXCEED) CONTRACT AMOUNT (to be filled in by Village)		

*ALL EQUIPMENT COSTS SHALL BE INCORPORATED INTO THE UNIT COSTS ABOVE

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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.)



Village of Downers Grove

5101 Walnut Avenue
Downers Grove, IL 60515

Presented To:
Mr. Jim Tock, PE

Statement of Interest

Village of Downers Grove

RFP for 2019 Material

Testing Services

INTERRA, INC. (MBE) (DBE)

600 Territorial Drive, Suite G,
Bolingbrook, IL 60440
Phone: 630.754.8700

www.interraservices.com

Winner of the 2017 IRTBA Green Industry, 2018 Illinois Sustainability and 2018 USMCA Minority Engineering Firm of the Year







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Proposed Field and Laboratory Testing Program

2019 Material Testing Services Village of Downers Grove RFP

I. PROJECT TEAM

The Key Project Personnel are as listed below:

Principal Engineer: Anshuman Balekai, P.E.
Project Manager: Ashish Shah, P.E.
Reporting Staff: Srivani Guntaka
Office Administrator: Samantha Mejia
Laboratory Testing: Bipin Patel
Material Field Testing: Atul Kumar, Mike Wieckhorst, Tony Sorisho, Eloy Madrigal, Seyed Beladi, Shankar Haryani

II. PROJECT PLAN

SCOPE OF WORK

General scope of the services includes construction materials testing services for the replacement of sidewalk, open-trench installation of watermain and storm sewer, roadway patching, roadway resurfacing, traditional roadway reconstruction (excavation/aggregate/hot-mix asphalt), and roadway reconstruction via full-depth reclamation. Construction is expected to take place as early as April 2019 and as late as December 2019.

The required materials testing services include in-place density testing of aggregates and bituminous concrete pavements; slump, air content, unit weight, and compressive strength testing of Portland Cement Concrete; geotechnical and/or environmental engineering as required; sampling and testing at asphalt production plants; laboratory testing of sampled materials; and the preparation and submittal in a timely manner of all test results and reports. Scope of services also includes HMA and PCC, Soils and Aggregate Laboratory Testing to ensure material compliance with all applicable IDOT Standards and Specifications at INTERRA's Laboratory located at Bolingbrook, IL. All report work will be completed in accordance with project requirements.



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 Bolingbrook, IL 60440
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 F: 630-754-8705
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The following items of testing services are covered in detail:

- Standards and Guidelines
- Time Schedule
- Quality Assurance Personnel
- Personnel Training and Qualification
- Internal Quality System Audits
- Equipment Calibration and Verification
- Notification, Job scheduling and Communication
- Reports and Final Documentation
- Records and Document Control

A. STANDARDS AND GUIDELINES

All sampling, testing, and other services shall be performed in compliance with all applicable standards including ASTM, AASHTO, ACI, IDOT, and the Village of Downers Grove, as well as any and all specifications of the subject project.

B. TIME SCHEDULE

Proposed project durations will vary depending upon the individual project. Village of Downers Grove's personnel will inform INTERRA about it.

C. INTERRA QUALIFIED PERSONNEL

IDOT Certified HMA, PCC, and Soil field technicians and laboratory technicians will be provided by INTERRA, Inc.

I. PORTLAND CEMENT CONCRETE (PCC)

IDOT PCC /ACI LEVEL I & IDOT PCC LEVEL II CERTIFIED PERSONNEL

Company Name: INTERRA, INC.

Telephone Number: 630-754-8700

INTERRA will provide IDOT PCC /ACI Level I PCC Technicians for field testing and IDOT PCC level II for plant testing and inspection.

INTERRA's Technicians will be responsible for plant inspection and testing at the concrete producer's plant. In addition, INTERRA's IDOT certified personnel will be responsible for all required PCC testing at the plant and field.

INTERRA's plant and field technicians will evaluate all test results to verify that they are within acceptable limits. Results will also be compared to verify that they meet mix design requirements. INTERRA and Village of Downers Grove's representatives will follow-up on all corrective actions.



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1. FIELD TESTING

All required tests will be performed in accordance to the IDOT Standards and Specifications and Contract special provisions.

Testing and Inspection Equipment will be provided by INTERRA. Only calibrated testing equipment will be used on the project. The calibration of all testing equipment will be available or provided upon request.

2. FIELD COMMUNICATION

All failing field test results will be reported to Village of Downers Grove immediately by the Project Manager. Further testing or investigation will be performed as per Village of Downers Grove's instructions.

3. FIELD DOCUMENTATION

Standard IDOT Field reports forms will be used and submitted to the Village of Downers Grove. Any Discussions made on-site regarding test results, any problems with the mix or changes made including all corrective actions taken will be documented on the INTERRA's daily observation reports.

4. LABORATORY TESTING

All cylinders will be tested at INTERRA's laboratory for compressive strength. All failing laboratory test results will be reported to the Village of Downers Grove representative immediately, no later than 24 Hrs of the test results obtained.

5. REPORTS AND FINAL DOCUMENTATION

The department's forms will be completed by INTERRA's personnel, which will be reviewed by the Project Manager and submitted to the Village of Downers Grove in a timely manner.

6. PCC PLANT INSPECTION

Our responsibilities will include performing routine inspections at the concrete production plant. The inspections may include all or any of the following items:

- Inspection of concrete plant and delivery trucks
- Observation of sampling and testing by the contractor or concrete producer
- Verification that the correct mix design is being batched and supplied to the job
- Perform required sample testing
- Inspection of stockpiles, daily moisture and gradations



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7. PLANT COMMUNICATION

All failing plant test results will be reported to Village of Downers Grove representative immediately. Further testing or investigation will be performed as per Village of Downers Grove's instructions.

8. PLANT RECORDS AND DOCUMENT CONTROL

Plant testing report generated by INTERRA shall be transmitted to the Village of Downers Grove and maintained in INTERRA's files.

II. HOT MIX ASPHALT (HMA)

INTERRA's HMA Technician will be responsible for plant inspection and testing at the asphalt producer's plant.

INTERRA's HMA or Field Density Technician will be responsible for all testing at the jobsite and other requirements.

INTERRA's personnel at the plant will monitor plant operations, perform required testing on incoming stockpiles, belt or hot bin samples, and also monitor mix temperatures, and truck dumping procedures.

HMA samples will be obtained by INTERRA's personnel at the plant and transported to our laboratory for lab testing.

INTERRA's plant and field technicians will evaluate all test results to verify that they are within acceptable limits. Results will also be compared to verify that they meet mix design requirements. INTERRA will follow-up on all corrective actions.

1. FIELD TESTING

INTERRA will be responsible for all required field testing. Testing and Inspection Equipment such as nuclear gauge will be provided by INTERRA. Only the calibrated testing equipment will be used. All the nuclear gauges will be calibrated to a five-block calibration. The calibration of all testing equipment will be provided upon request.

2. FIELD COMMUNICATION

All failing field test results will be reported to the Village of Downers Grove representative immediately. Further testing or investigation will be performed as per Village of Downers Grove's instructions.



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3. FIELD DOCUMENTATION

Standard IDOT Field reports forms will be used and submitted to the Village of Downers Grove. Any Discussions made on-site regarding test results, any problems with the mix or changes made including all corrective actions taken will be documented on the INTERRA's daily observation reports.

4. HMA PLANT INSPECTION AND TESTING

It is our understanding, that INTERRA's responsibilities will include performing routine inspections at the asphalt production plant. The inspections may include any of the following:

- Observation of sampling and testing by the contractor or asphalt producer
- Verification that the correct mix design is being used and supplied to the job
- Perform sample testing; evaluate test results with specification limits

5. LABORATORY TESTING

INTERRA will be responsible for all HMA laboratory testing. All samples will be transported to our laboratory in Bolingbrook, IL. All required tests will be performed in accordance with IDOT Test Procedures Manual and as per instructions provided by Village of Downers Grove. All failing laboratory testing results will be reported within 24 hours of the completion of testing.

6. REPORTS AND FINAL DOCUMENTATION

The department's form will be completed by the HMA technician, which will be reviewed by the Project Manager and submitted to Village of Downers Grove in a timely manner.

III. SOILS AND AGGREGATE TESTING

INTERRA's Soil Technician will be responsible for, but not limited to, soils field inspection, backfilling and compaction of underground utilities and embankment, placement and compaction of sand sub base and aggregate base courses at the jobsite. INTERRA's soil field technicians will evaluate all test results to verify that they are within acceptable limits. INTERRA will follow-up with the Village of Downers Grove on all corrective actions.

1. FIELD TESTING

INTERRA will be responsible for all required field testing. Only calibrated Testing and Inspection Equipment will be provided by INTERRA. All the nuclear gauges will be calibrated to a five-block calibration. The calibration of all testing equipment will be available or provided upon request.



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2. COMMUNICATION

All failing test results will be reported to Village of Downers Grove representative immediately. Further testing or investigation will be performed as per Village of Downers Grove's instructions.

3. FIELD DOCUMENTATION

Standard IDOT Field reports forms will be used and submitted to Village of Downers Grove. Any Discussions made on-site regarding test results or any problems including all corrective actions taken will be documented on the INTERRA's daily observation reports.

4. LABORATORY TESTING

INTERRA will be responsible for requested soils laboratory testing. All the samples will be transported to our laboratory in Bolingbrook, IL. All required tests will be performed in accordance with IDOT Test Procedures Manual. All the required laboratory tests will be performed on soils samples as per instruction provided by Village of Downers Grove.

5. REPORTS AND FINAL DOCUMENTATION

IDOT's form will be completed by soils field technician, which will be reviewed by the Project Manager and submitted to Village of Downers Grove in a timely manner.

D. PERSONNEL TRAINING AND QUALIFICATION

All personnel involved in any function affecting data quality (sample collection, analysis, testing, data reduction, field inspection and quality assurance) will have required certifications, training and experience in their appointed positions. The Project Manager is responsible for ensuring that the required training is made available to these personnel and that records are maintained on each person reflecting satisfactory completion of training programs.

The Project Manager is responsible for evaluating the test technician's competency at least once annually by requiring each technician to demonstrate the AASHTO/ASTM and/or IDOT test procedures for which he/she has been trained to perform. The laboratory supervisor will maintain a copy of the Testing Technician and Evaluation Record at the Bolingbrook, IL office location.

E. INTERNAL QUALITY SYSTEM AUDITS

Internal laboratory audits will be conducted by the Project Manager and reported immediately to the Project Principal. The audit will be performed on a periodic unannounced basis, to verify the effectiveness of the in-house quality program and compliance of testing procedures of qualified technician with IDOT and AASHTO/ASTM standards. Areas of review will include procedures of receiving samples, storage of samples, chain-of-custody, calibration, preventive maintenance,



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data validation and other areas that affect the quality of the laboratory output. If any deficiency will be noted by the project principal, appropriate laboratory personnel or project personnel will be informed. Immediate corrective actions will be implemented and retesting will be performed if required.

F. EQUIPMENT CALIBRATION and VERIFICATION

INTERRA's laboratory is accredited by AMRL/CCRL and inspected every two years by respective agencies. Calibrated equipment for Testing and Inspection will be provided by INTERRA for this project.

In-house calibrations and verifications of all the laboratory and field equipment is performed routinely using NIST traceable equipment and AASHTO and ASTM procedures. INTERRA also uses outside calibration services for equipment if required such as Nuclear Gauge, Balances, Gyrotory etc. All equipment calibrations and verifications are maintained at the Bolingbrook office location.

G. NOTIFICATION, JOB SCHEDULING AND COMMUNICATION

NOTIFICATION

- Client (Village of Downers Grove) will call, email, fax or **Log-In** to INTERRA's web-site on a daily basis to set-up the schedule with typical schedule details and shall include number of technicians required, job site/s description, start time and location and type of inspection such as plant or field.
Phone: (630) 401-1013, Fax: (630) 754-8705
- INTERRA would prefer to get the daily order prior to 4:00 PM in order to reserve the personnel for the following workday; however, every attempt will be made to accommodate short notices.

DAILY JOB SCHEDULING AND COMMUNICATION

- After receiving detailed schedule information, the Project Manager will schedule a qualified technician for the project
- Field technician will be notified through email about his/her next day schedule with all the required information – project details, special provisions, client contact information, etc.
- Client will also be notified via email as soon as the schedule is published for the next day with scheduled technician information – technician name, project details, technician contact information, etc.

H. REPORTS AND FINAL DOCUMENTATION

The documentation will be completed by administrative staff and reviewed by the Project Manager, who will be responsible to review all the final, field and laboratory reports prior to being submitted to Village of Downers Grove. INTERRA's Chief



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Quality Assurance Engineer will review reports periodically to ensure the reports are accurate.

- Reports will be available on our web site within 24 hours for review. Access will be given to Village of Downers Grove engineering staff to view daily reports
- Typed final reports if requested by Village of Downers Grove will be mailed within 3 days for concrete, asphalt and soil field inspections
- Laboratory tests will be completed in timely manner
- All laboratory test reports will be published on our website

I. RECORDS AND DOCUMENT CONTROL

Material testing records generated by INTERRA shall be transmitted to the Village of Downers Grove and maintained in INTERRA's files for a period of three years. After a period of three years, they will be reviewed for disposition. Those not discarded will be scanned and retained in computer format if requested by the Village of Downers Grove.

Village of Downers Grove – 2019 Material Testing Services

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:

INTERRA, Inc.
Company Name

Date: 3.6.2019

600 Territorial Dr., Suite G
Street Address of Company

sbandi@interraservices.com
Email Address

Bolingbrook, IL 60440
City, State, Zip

Sanjeev Bandi
Contact Name (Print)

630.754.8700
Business Phone

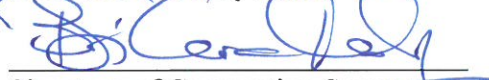
630.754.8700
24-Hour Telephone

630.754.8705
Fax

Signature of Officer, Partner or
Sole Proprietor

Sanjeev Bandi / President
Print Name & Title

ATTEST: If a Corporation


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:


Authorized Signature

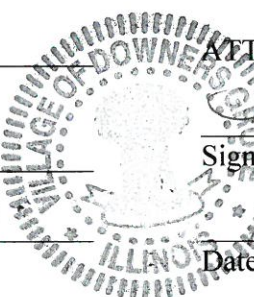
Village Manager
Title

April 15, 2019
Date

ATTEST:


Signature of Village Clerk

Deputy
April 15, 2019
Date



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

Village of Downers Grove – 2019 Material Testing Services



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: INTERRA, Inc.ADDRESS: 600 Territorial Dr., Suite GCITY: BolingbrookSTATE: IllinoisZIP: 60440PHONE: 630.754.8700 FAX: 630.754.8705TAX ID #(TIN): 36-4045796

(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 | <u>Corporation</u> |
| Charitable/Nonprofit | Government Agency |

SIGNATURE: [Handwritten Signature]DATE: 3/5/2019

Village of Downers Grove – 2019 Material Testing Services

PROPOSER'S CERTIFICATION

2019 Material
 With regard to Testing Services, proposer INTERRA, Inc. hereby certifies
 (Name of Project) (Name of Proposer)
 the following:

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS §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.
5. Proposer certifies that not less than the prevailing rate of wages as determined by the Village of Downers Grove, DuPage County or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work for the Village of Downers Grove. All bonds shall include a provision as will guarantee the faithful performance of such prevailing wage clause. Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq., for all work completed. 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. Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the Contract. This record shall be sent to the Village on a monthly basis along with the invoice and 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 following completion of the Contract. Proposer certifies that proposer and any subcontractors working on the project are aware that filing false payroll records is a class A misdemeanor and that the monetary penalties for violations are to be paid pursuant to law by the proposer, contractor and subcontractor. The Village shall not be liable for any underpayments. If applicable: Since this is a contract for a fixed public works project, as defined in 820 ILCS 130/2, Contractor 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.

Village of Downers Grove – 2019 Material Testing Services

BY: [Signature]
Proposer's Authorized Agent

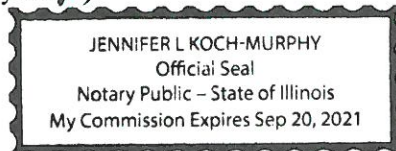
3 6 - 4 0 4 5 7 9 6

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number

Subscribed and sworn to before me
this 5 day of March, 2019.

[Signature]
Notary Public



(Fill Out Applicable Paragraph Below)

(a) **Corporation**

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

President: Dr. Sanjeev Bandi

Secretary: Dr. Sanjeev Bandi

Treasurer: Sudhakar Rao Doppalapudi

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 _____.



Village of Downers Grove – 2019 Material Testing Services

(c) Sole Proprietor

The Supplier is a Sole Proprietor whose full name is: _____

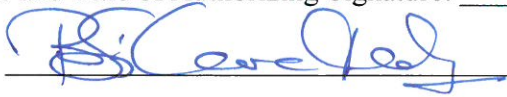
and if operating under a trade name, said trade name is: _____

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?

Insurer's Name USI Insurance ServicesAgent Laurie CloningerStreet Address 2921 Spring Road, Suite 100City, State, Zip Code Oak Brook, IL 60523Telephone Number 312.442.7200

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

Print Name of Company: INTERRA, Inc.Print Name and Title of Authorizing Signature: Sanjeev Bandi / PresidentSignature: Date: 3.5.2019

Village of Downers Grove – 2019 Material Testing Services

Apprenticeship and Training Certification

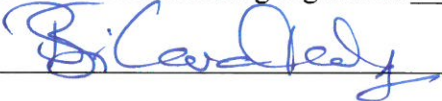
(Does not apply to federal aid projects. Applicable only to maintenance and construction projects that use Motor Fuel Tax funds or state grant monies.)

Name of Bidder: INTERRA, Inc.

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the Bidder certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the bidder will perform with its own forces. The Bidder further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this Contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Illinois Department of Labor, at any time before or after award, may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. The Bidder shall list in the space below, the official name of the program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the Bidder is a participant and that will be performed with the Bidder's forces. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category that does not have an applicable apprenticeship or training program. **The Bidder is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. Return this with the Bid.**

The requirements of this certification and disclosure are a material part of the Contract, and the Contractor shall require this certification provision to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this Contract.

Print Name and Title of Authorizing Signature: Dr. Sanjeev Bandi, President

Signature: 

Date: 3.5.2019

Village of Downers Grove – 2019 Material Testing Services

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

By submitting this offer and signing this certificate, the 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: INTERRA, Inc.

Address: 600 Territorial Dr., Suite G

City: Bolingbrook Zip Code: 60440

Telephone: (630) 754.8700 Fax Number: (630) 754.8705

E-mail Address: sbandi@interraservices.com

Authorized Company Signature: _____

Print Signature Name: Sanjeev Bandi Title of Official: President

Date: 3.5.2019

Village of Downers Grove – 2019 Material Testing Services

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.

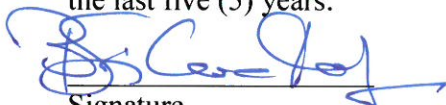
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

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

Dr. Sanjeev Bandi
Print Name

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

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name



Village of Downers Grove

Contractor Evaluation

Contractor: Interra, Inc.

Project: 2020 Material Testing Services

Primary Contact: Ashish Shah Phone: 630-754-8700

Time Period: September 2020 to November 2020

On Schedule (allowing for uncontrollable circumstances) Yes No

Provide details if early or late completion:

Change Orders (attach information if needed): None

Difficulties / Positives:

Interaction with public:

Excellent Good Average Poor

(Attach information on any complaints or compliments)

General Level of Satisfaction with work:

Well Satisfied Satisfied Not Satisfied

Reviewers: Scott Vasko, PE

Date: 01/07/21