

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**  
**4/13/2021**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Award of Contract - Norfolk Sidewalk Design Services	Andy Sikich Public Works Director

**SYNOPSIS**

A motion is requested to award a contract to V3 Companies, Ltd, (V3) in the amount of \$20,284 for design of a sidewalk on the south side of Norfolk St. between Saratoga Ave. and Main St. The requested award amount includes a 10% contingency.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2019-2021 include *Steward of Financial and Environmental Sustainability* and *Top Quality Infrastructure*.

**FISCAL IMPACT**

The FY21 budget includes \$220,000 for design and construction of this project.

**RECOMMENDATION**

Approval on the April 13, 2021 consent agenda.

**BACKGROUND**

On September 15, 2020, the Village Council considered a resident request/petition for a sidewalk on the south side of Norfolk St. from Saratoga Avenue to Carpenter Street. At that time, Council directed staff to prepare a plan for the construction of sidewalks on certain streets near District 58 schools. As a result, staff performed an analysis of sidewalks near all District 58 schools, and on March 16, 2021 staff presented a plan to the Council which includes five sidewalk segments near four different school campuses. Staff recommended that these segments each be considered as stand-alone projects over the next four years (2021-2024) and further evaluated for specific neighborhood trade-offs, such as tree removal, retaining walls, and drainage improvements. Each of these sidewalk segments are being proposed on streets where a sidewalk has been previously constructed on the opposite side of the street. As a result, in most cases there are significant neighborhood trade-offs to be considered at each location.

The first segment to be considered under this plan is in the Kingsley School neighborhood, along the south side of Norfolk Street. The original petition requested a new sidewalk from Saratoga Avenue to Carpenter Street, however staff recommends that this sidewalk be considered from Saratoga Avenue to Main Street. See attached map.

Staff advertised a Request for Proposals for engineering firms to provide design services for this project. This contract provides for preliminary engineering to initially be performed, along with a detailed cost estimate, so that specific neighborhood trade-offs can be identified and presented to the Village Council for consideration. If directed to do so by the Council at that time, staff will then work with the engineering consultant to complete the final design of the project, and will obtain bids for construction. The lowest responsive bid will then be presented to the Village Council for final approval. It is anticipated that the first preliminary review by the Village Council will occur in approximately June 2021, and that the construction contract will be presented to the Village Council for approval in approximately August 2021, with construction to occur in the fall of 2021.

V3 has performed similar design services for the Village on numerous projects in the past. Staff expects that they will be able to provide adequate service and meet the proposed timeline for this project.

## **ATTACHMENTS**

Contract Documents  
Map  
Consultant Evaluation



# PROPOSAL



## SIDEWALK DESIGN SERVICES

*Norfolk Street from Saratoga to Main (S-012-21)*



**SUBMITTED TO**

Village of Downers Grove



**SUBMITTED ON**

March 31, 2021



**PROPOSAL #**

RFP-4-2021/JW

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
(S-012-21)



## REQUEST FOR PROPOSAL (Professional Services)

Name of Proposing Company: V3 Companies, Ltd.

Project Name: Sidewalk Design Services – Norfolk Street from Saratoga to Main (S-012-21)

Proposal No.: RFP-4-2021/JW

Proposal Due: March 31, 2021; 10:00am

Public Works Facility, 5101 Walnut Avenue  
Downers Grove, IL 60515

**Required of Awarded Contractor:**

Certificate of Insurance: Yes

Date Issued: March 18, 2021

This document consists of 27 pages.

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

JOHN WELCH, PE, CFM  
ASSISTANT DIRECTOR OF PUBLIC WORKS – ENGINEERING  
VILLAGE OF DOWNERS GROVE  
5101 WALNUT AVENUE  
DOWNERS GROVE, IL 60515  
PHONE: 630/434-5494  
FAX: 630/434-5495  
[www.downers.us](http://www.downers.us)

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

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

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

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

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

**DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT.** Proposers MUST submit an original, and 2 additional paper copies of the total proposal. Upon formal award of the proposal this RFP document shall become the Contract, the successful Proposer will receive a copy of the executed Contract.

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## **I. REQUEST FOR PROPOSALS**

### **1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to THE TIME AND DATE SET FORTH ON THE COVER PAGE OF THIS CALL FOR BIDS.
- 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: JOHN WELCH, PE, CFM, in a sealed envelope marked "SEALED PROPOSAL." The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax Proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

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

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

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accordance with the requirements of the Contract Documents considered severally and collectively.

**3. MODIFICATION OR WITHDRAWAL OF PROPOSALS**

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

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

**4. RESERVED RIGHTS**

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

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

### **5. SEXUAL HARASSMENT POLICY**

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

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that:

- 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. PATRIOT ACT COMPLIANCE**

- 8.1 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.

**9. INSURANCE REQUIREMENTS**

- 9.1 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:
  - 9.1.1 Claims under workers compensation, disability benefit and other similar employee benefit acts which are applicable to the operation to be performed;
  - 9.1.2 Claims for damages resulting from bodily injury, occupational sickness or disease, or death of the Proposer's employees;
  - 9.1.3 Claims for damages resulting from bodily injury, sickness or disease, or death of any person other than the Proposer's employees;
  - 9.1.4 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

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indirectly related to employment of such person by the Proposer, or (2) by another person;

- 9.1.5 Claims for damages, other than to the work itself, because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- 9.1.6 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;
- 9.1.7 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.
- 9.2 The Proposer shall demonstrate having insurance coverage for a minimum of \$2 million for professional liability (errors and omissions).
- 9.3 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.

## **10. CAMPAIGN DISCLOSURE**

- 10.1 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.
- 10.2 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.
- 10.3 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.
- 10.4 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.

## **11. SUBLETTING OF CONTRACT**

- 11.1 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.

## **12. TERM OF CONTRACT**

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- 12.1 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.

**13. TERMINATION OF CONTRACT**

- 13.1 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.

**14. BILLING & PAYMENT PROCEDURES**

- 14.1 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.
- 14.2 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.
- 14.3 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

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

- 15.1 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.

**16. STANDARD OF CARE**

- 16.1 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.
- 16.2 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

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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.

- 16.3 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.

**17. GOVERNING LAW AND VENUE**

- 17.1 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.

**18. SUCCESSORS AND ASSIGNS**

- 18.1 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.

**19. WAIVER OF CONTRACT BREACH**

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

**20. AMENDMENT**

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

**21. NOT TO EXCEED CONTRACT**

- 21.1 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.

**22. SEVERABILITY OF INVALID PROVISIONS**

- 22.1 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.

**23. NOTICE**

- 23.1 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

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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.

**24. COOPERATION WITH FOIA COMPLIANCE**

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

**25. COPYRIGHT or PATENT INFRINGEMENT**

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

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### **III. DETAIL SPECIFICATIONS**

#### **1. REQUEST**

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

#### 1.2 Project Description

As part of the Village's 2020 District 58 Sidewalk Plan, the Village has identified several areas near elementary schools where additional sidewalks could be installed to provide an additional benefit to pedestrians.

The Village is now requesting topography, potential drainage impacts, preliminary plans, final engineering plans, specifications and an engineer's estimate for construction of a new sidewalk on the south side of Norfolk Street between Saratoga Avenue and Main Street. All improvements must be in compliance with the Americans with Disabilities Act (ADA) and Proposed Right-of-Way Accessibility Guidelines (PROWAG). The sidewalk design must accommodate or modify existing drainage, and identify potential obstructions e.g. trees, landscaping, etc.

Project scope includes, but may not be limited to:

- Three (3) conceptual options for new sidewalk alignment/location
- Pros and cons of said conceptual options
- Improvements to drainage system, if necessary (storm sewers, inlets, catch basins, re-grading of ditches, etc.)
- Defined overland flow routes within private property and the right-of-way
- Relocation of private utilities in conflict with proposed improvements

Firms shall provide a project scope for the following components:

1. Three (3) conceptual options for new sidewalk alignment location
2. Two (2) meetings – 1 with Village Staff on site to determine conceptual options and one (1) residential meeting.
3. Identification of impacts (trees, topography, etc.) affecting the alignment and/or placement of proposed sidewalk.
4. Topographic survey of study area specified in Exhibit A which shall include sufficient survey for design of the improvements.
5. Preliminary plans (50%), pre-final plans (90%), final engineering plans, specifications, and cost estimate once an alignment has been determined.
6. Any necessary permit applications

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

#### 1.3 Scope and Schedule

##### *1. Topographic Survey*

All topographic information acquired as necessary to support a constructible plan set in the

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future for areas identified in Exhibit A (approximately 1,350 linear feet of right-of-way). The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:

- Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the south half of the Norfolk right-of-way, with full width at the intersections of Saratoga and Carpenter and the west portion of the Main Street right-of-way to encompass pedestrian crossings of Norfolk Street. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Property corners and/or ROW monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required. Village and/or County parcel layers and/or linework shall be used as reference only and is a compilation of records, information and data located in various village, county and state offices, and other sources, affecting the land area displayed and is to be used for reference purposes only. The Village of Downers Grove shall not be responsible for any inaccuracies herein contained.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
- Copies of all field notes and electronic data of the identified segments in AutoCAD Civil3D (2013 or later) supplied to the Village. Plans shall be provided to the Village, for its use, in a digital format approved by the Village. Data shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. Surface data shall also be provided. Copies of all support files (.shx, .ctb, .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.
- Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, and telephone, and sewers. No digging for elevation verification of utilities will be required.
- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits, including rim and invert.
- Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
- Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
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- Contour lines plotted throughout the project with high points or low points indicated between similar contours.
- Providing compatible drawing files (AutoCAD Civil3D 2013 or later) on compact disk or other media approved by the Village.
- Setting sufficient permanent control points ("PK" nails are acceptable) on the base line at 100 foot intervals which can be used to lay out construction stakes.
- Placement of at least two temporary benchmarks located outside the limits of construction.

*2. 50%, 90% and 100% Engineering Plans / Specifications / Estimates / Permitting*

The Consultant will be required to perform all necessary work required to prepare the plan set, specifications, estimates, special provisions, cost estimate and permitting. The topographic survey shall be performed by an Illinois-licensed surveyor and shall be prepared per the requirements above.

- a. Preliminary plan submittal (50%)
- b. Pre-Final Plans (90%) and Final Plans shall include, but may not be limited to:
  - Cover Sheet
  - General Notes and Summary of Quantities
  - Earthwork Schedule
  - Typical Sections and Construction Details
  - Alignment, Ties and Benchmarks
  - Grading Plan (1" = 20')
  - Storm Sewer Plan and Profile
  - Sediment Erosion, Sediment Control Plan (1" = 20')
  - Cross-Sections (every 25' and at other critical locations)
  - Any other plans as may be required to complete the work
- c. Cost estimate for conceptual plans, 50%, 90% and 100% plans.
- d. Specifications and special provisions for any/all work items included in the final design plans, to be used in conjunction with the IDOT Standard Specifications for Road and Bridge Construction (SSRBC), and the Village's boilerplate contract documents.
- e. Permit submittals - application for any required permits (i.e. Railroad, IEPA, IDOT, DuPage County Stormwater Management, etc.) and coordination with all applicable agencies. The selected firm (Consultant) will be required to perform all necessary work (if required) to secure a stormwater permit from the Village of Downers Grove (as a complete waiver community). The Consultant must review the scope of the project and determine if any additional permits are necessary, and must include same in the proposal, including potential wetland delineation/determination. All necessary permitting, including fees, will be the responsibility of the Consultant unless specifically excluded in this RFP.
- f. The Consultant will be required to make qualified personnel available to answer

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(S-012-21)

questions throughout the bidding and construction process. Village Staff will prepare bid documents (with the exception of plans, any special provisions and/or specifications as may be required, to be provided by Consultant), and will perform all bidding duties. Village Staff will also perform, or contract separately for, all construction administration and construction observation. Any additional material testing or sub-surface investigations will be procured by the Village.

- g. The Consultant shall furnish to the Village all project drawings, files, notes, calculations, survey data and documents in an electronic format on CDs suitable for making prints and copies of reports as required in above, all of which shall become the property of the Village for its use in the preparation of construction documents for the chosen alternative.
- h. The Proposer shall begin work on the project as soon as possible after receipt of the Notice to Proceed from the Village and shall abide by the proposed scheduled as outlined below and the deliverable schedule in Section 3 of this RFP.

#### 1.4 Progress Schedule

At least one (1) on-site meeting with Village Staff prior to April 30, 2021.

Attendance at residential meeting the week of May 3, 2021

Complete Plans and Specifications for bidding by July 2, 2021

## 2. **PROPOSAL REQUIREMENTS**

### 2.1 Quantity and Format

One (1) electronic copy to be in the form of a .pdf file on a flash drive shall be submitted in an 8 ½ x 11 format and be organized as follows:

- Cover Letter (optional)
- Project Understanding/Approach
- Project Organizational Chart
- Resumes of Staff (only those persons not included in SOQ)
- Proposed project schedule
- “Not to Exceed” Fee Proposal w/hourly breakdown for items 1-6 (**in separate sealed envelope**).

The proposals shall be succinct, provide information regarding similar projects within the past five (5) years relevant to this project, and include client contact information. 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 involved with this project should be included. Also, please identify the physical location of the project team members.

### 2.2 Deadline and Proposal Disposition

Complete, sealed proposals shall be due NOT LATER than **10:00 A.M. on March 31, 2021**. Proposals shall become the property of the Village of Downers Grove. The Village

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
(S-012-21)

will maintain confidentiality of all received proposals, and not disclose information provided by prospective consultants with any other consultant, nor with the selected Consultant, unless otherwise required to be disclosed pursuant to the Freedom of Information Act.

2.3 Fee Proposal

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

Please submit an estimate of hourly personnel requirements to complete the scope of services outlined in your proposal, a list of current hourly rates and a total “Not to Exceed” cost for providing the proposed services to the Village. This “Not to Exceed” cost shall include deliverables and reimbursable expenses, such as postage, delivery service, printing, etc. The Village shall be invoiced monthly. **Additional compensation above and beyond the “Not to Exceed” cost (i.e. change orders) will not be considered without a significant change in project scope and must be agreed to in writing by all parties who have executed the Contract.**

2.4 Consultant Selection

Consultant Selection will be based on the following:

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

2.5 Pre-Proposal Field Review

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

**3. PROJECT DELIVERABLES**

3.1 General

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

Topographical survey data, constructible plans, specifications, special provisions, and cost estimates for Village-accepted improvement shall be provided to the Village, for its use, in a digital format approved by the Village. Plans shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. The cost estimates shall be in Microsoft

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
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Excel format. Specifications shall be in Microsoft Word format.

3.2 Deliverables schedule, based on Notice to Proceed issued on April 14, 2021

Engineering Plans/Specifications:

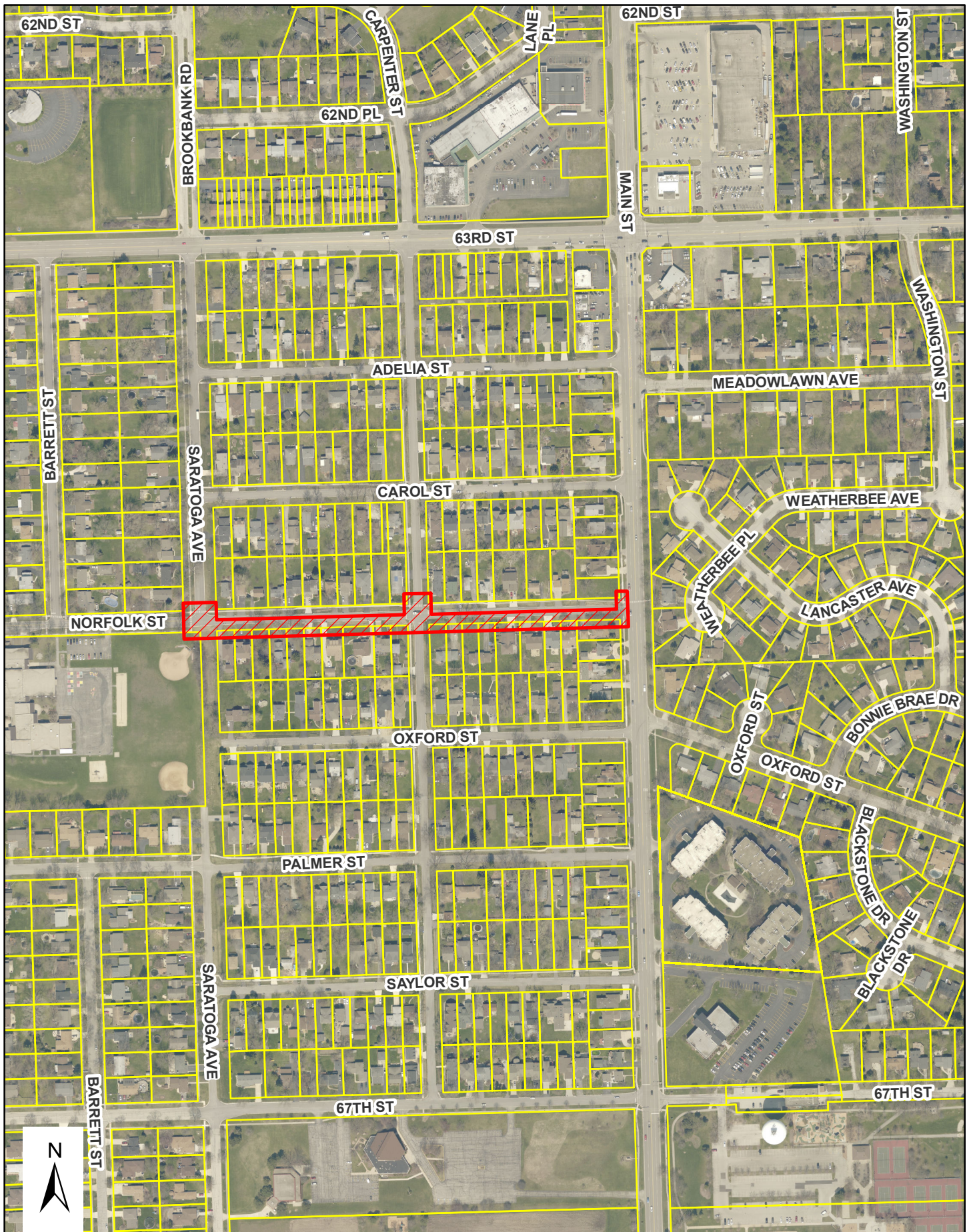
- One (1) electronic copy of 50% plan set and Engineer's Opinion of Probable Cost (EOPC) due May 21, 2021
- One (1) electronic copy of 90% plan set, special provisions, and EOPC due June 18, 2021
- One (1) electronic copy of 100% plan set, special provisions, and EOPC due July 2, 2021
- One (1) flash drive containing electronic copies of all final project files, drawings and any supporting documentation compatible with the programs listed above

**4. CONTACTS**

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

John Welch, PE, CFM  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, Illinois 60515  
[jwelch@downers.us](mailto:jwelch@downers.us)  
Phone 630-434-2453  
Fax 630-434-5495

# EXHIBIT A: PROJECT LOCATION MAP



Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
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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.)**



PROPOSER'S RESPONSE TO RFP



#### POINT OF CONTACT

HEIDI VOIROL, P.E., LEED AP BD+C  
Project Manager

**Mobile:** 630.936.0326

**Email:** hvoirol@v3co.com



#### SUBMITTED TO

JOHN M. WELCH, PE, CFM  
Assistant Director of Public Works –  
Engineering

Village of Downers Grove

5101 Walnut Avenue

Downers Grove, IL 60515

**Phone:** 630.434.5494

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### Section 4: PROPOSED PROJECT SCHEDULE

### Section 5: PROPOSED OVERALL NOT-TO-EXCEED COST (separate sealed envelope)

### Section 6: REQUIRED FORMS





March 30, 2021

John M. Welch, PE, CFM  
Assistant Director of Public Works – Engineering  
Village of Downers Grove  
5101 Walnut Avenue  
Downers Grove, IL 60515

**Proposal: Sidewalk Design Services | Norfolk Street from Saratoga to Main (S-012-21)**

Dear Mr. Welch,

V3 Companies (V3) is pleased to submit our proposals for sidewalk design services for Norfolk Street between Saratoga Avenue to Main Street (S-012-21). We have included information that illustrates the qualifications and experience of our team to perform the topographic survey, drainage studies and engineering design. Our proposal addresses the scope outlined in the request for proposals dated March 18, 2021. We have read and understand the requirements for professional services to the Village of Downers' Grove and will abide by them. We also agree to the project schedule contained in the RFP. We understand that being responsive to your project needs, assigning the best technical staff and communicating effectively with the Village and affected stakeholders will be critical to the successful completion of the project.

Our team includes technical experts and professional construction estimators, which results in designs that consider constructability and logistics as well as current market costs. V3's construction personnel will be integrally involved in each phase of the design and cost estimating. Our experience with similar projects allows us to anticipate potential obstacles and address them before they impact the scope, schedule, or budget. Such obstacles may include:

- Utility Conflicts – Accurate survey information and early coordination with utility companies will allow our team to anticipate conflicts in advance and reduce potential delays
- Resident Coordination – Gaining the support of the affected residents prior to construction often reduces conflict and delays

Our Project Manager, Heidi Voirol, P.E., has extensive experience in transportation engineering and in trail and sidewalk design. She led a project team in evaluating and redesigning 2650 intersection corners for ADA compliance in the City of Chicago. She has also designed over 2 miles of Forest Preserve trails and led the evaluation of thousands of corners for IDOT District 1 for PROWAG compliance.

Our submittal includes resumes, similar project experience and our understanding and approach. We look forward to working with the Village and are available to work immediately. If you have any questions concerning this proposal, please feel free to contact me directly by phone at 630.729.6320 or by e-mail at [vdelmedico@v3co.com](mailto:vdelmedico@v3co.com).

Sincerely,  
V3 COMPANIES, LTD.

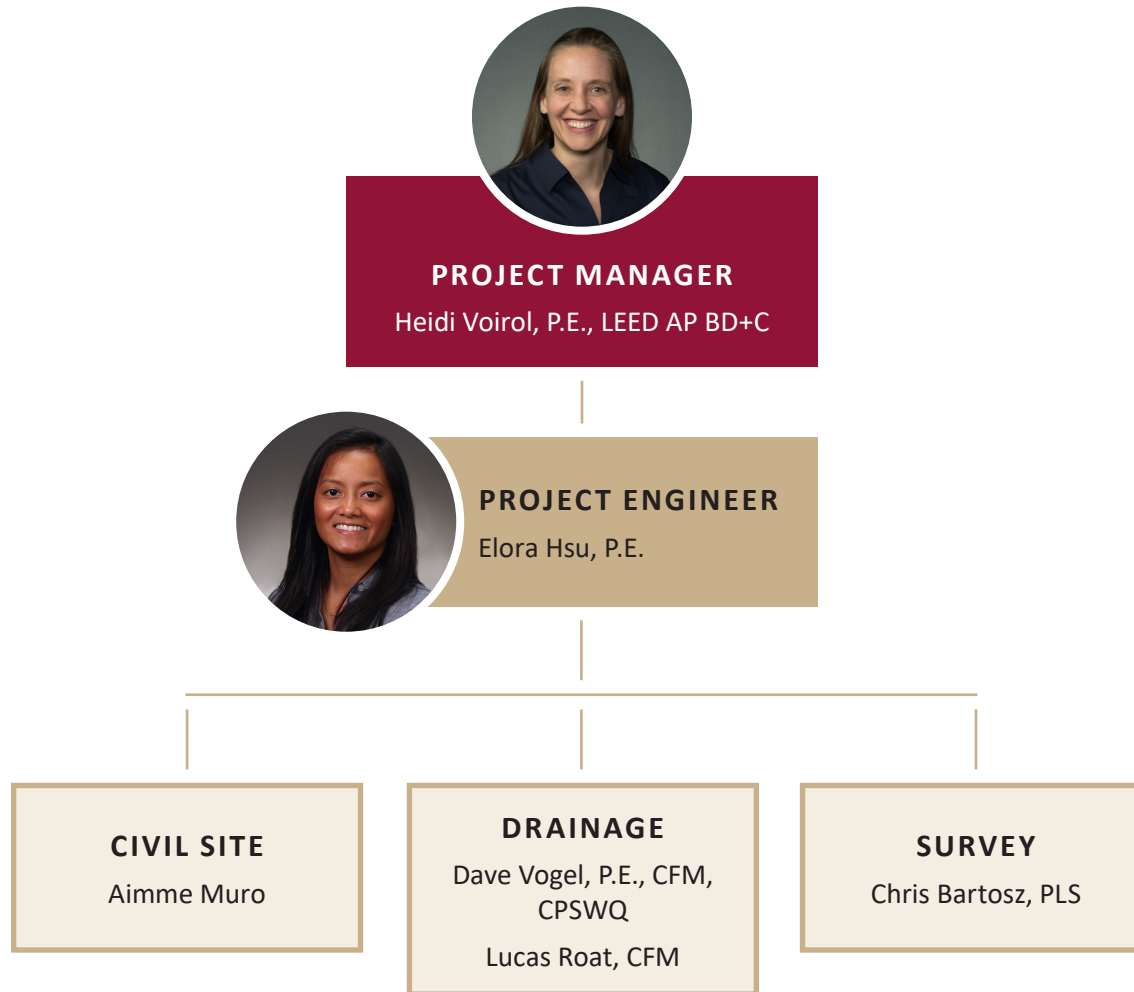
A handwritten signature in blue ink that reads "Vince Del Medico".

Vince Del Medico, P.E.  
Vice President  
Director of Transportation & Municipal Engineering



# ORGANIZATIONAL CHART

Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)



**All project personnel  
are located in our  
Woodridge office**



## PROJECT BENEFIT

*The Village of Downers Grove has identified several areas near elementary schools where sidewalk installation would be beneficial to the community. To that end, the Village proposes to construct a new sidewalk along the south side of Norfolk Street between Saratoga Avenue and Main Street near Kingsley Elementary School.*

## Project Understanding



V3 visited the site to develop an understanding of the project. The following is a description of key factors that will impact the design, schedule and permitting of the project:

The sidewalk will be approximately 1,300 feet long and will cross along the frontage of 17 residential homes within the Norfolk Street right of way. The improvements will cross Carpenter Street and will connect to the sidewalk on the west side of Main Street which is a DuPage County roadway. A DuPage County Department of Transportation (DuDOT) permit will be needed for any work within the Main Street right of way.

Currently the front yard drainage mostly consists of open swales with culverts under the driveways. There is mature landscaping throughout the corridor and existing utilities. The residents along the corridor will be invested stakeholders and communication will be key to the success of the project during design and construction phases. Residents will most likely have concerns about their lot grading, drainage and impacts to mature trees.

The sidewalk will also have to be accessible and follow the standards of the ADA and PROWAG guidelines. V3 has extensive experience with ADA and PROWAG design guidelines on local streets and IDOT roadways.

In addition to working with residents and regulatory agencies, there are existing utilities within the project limits that will require coordination. Utility coordination can be time consuming and is a common setback to project schedules.





# PROJECT UNDERSTANDING & APPROACH

## Project Approach



As a full-service engineering design firm, V3 is uniquely qualified to provide all of the requested professional services under one roof. This allows us to maintain a high level of quality control and deliver a superior level of service to our clients. The V3 team has extensive experience in Downers Grove and on similar projects throughout the Chicago area. Our full-service team includes:

- Professional, Illinois-licensed Surveyors.
- Water Resources Engineers with expertise in stormwater management and storm sewer designs.
- Site Engineers with experience in sidewalk and path design, ADA design, PROWAG evaluations, permitting and utility coordination.
- Construction professionals that prepare estimates and provide constructability reviews.

V3 recognizes that communication with the Village and local stakeholders will be key to the success of this project and will be a priority for the V3 Team. The project scope includes the following services:

### TOPOGRAPHIC SURVEY

The topographic survey will be performed as outlined in the RFP. All topographic information will be acquired as necessary to support a constructible plan set in the future for areas as identified in Exhibit A. The topographic survey shall be performed by an Illinois-licensed surveyor and shall include:

- Reference lines parallel to right-of-way lines. Base lines stationed south to north and west to east.
- Existing centerline elevations shall be shown at low points, high points, other significant slope breaks, and at a maximum interval of twenty-five (25) feet.
- Field survey work encompassing the south half of the Norfolk right-of-way, with full width at the intersections of Saratoga and Carpenter and the west portion of the Main Street right-of-way to encompass pedestrian crossings of Norfolk Street. The survey shall also include a minimum 15-foot width (or greater if specified) of the private property adjoining each side of the right-of-way (ROW), and shall include all adjacent building faces (regardless of distance from the ROW). Property corners and/or ROW monumentation recovered shall be clearly indicated on the plan sheets. The establishing of missing monumentation (property corners) is NOT required. Village and/or County parcel layers and/or linework shall be used as reference only and is a compilation of records, information and data located in various village, county and state offices, and other sources, affecting the land area displayed and is to be used for reference purposes only. The Village of Downers Grove shall not be responsible for any inaccuracies herein contained.
- All survey work shall use NAVD 88 for Vertical Datum and USGS NAD 83 for Horizontal Datum.
- Copies of all field notes and electronic data of the identified segments in AutoCAD Civil3D (2013 or later) supplied to the Village. Plans shall be





## PROJECT UNDERSTANDING & APPROACH



provided to the Village, for its use, in a digital format approved by the Village. Data shall be provided in AutoCAD Civil3D format (2013 or later), and as .pdf documents. Surface data shall also be provided. Copies of all support files (.shx, .ctb, .xml, etc) as may be necessary to plot a completed drawing shall be provided to the Village by the surveyor.

- Observed Field locations (horizontal dimensions) of all buried/marked utilities; i.e., gas, electrical, and telephone, and sewers. No digging for elevation verification of utilities will be required.
- Supply detailed information for all storm and sanitary sewer structures, pipes, culverts, end sections, etc., water valves, hydrants, etc. within survey limits, and nearest downstream structure outside of survey limits, including rim and invert.
- Detailed topography with one-foot contour intervals throughout the described project area, with elevations noted for key changes in grade, as well as high or low points between contours of the same elevation, and elevations of roadway and driveway pavement over culverts.
- Locations and identification of all above ground features; i.e., mailboxes, utility poles, driveway, culvert headwalls, culverts, sidewalks, sump pump outlets, etc.
- Locations of all landscape materials; i.e., bushes, trees (2" diameter and larger), flower beds, etc. Tree sizes (2" diameter and larger) shall be measured four and one-half feet (diameter breast height) above the highest ground level at base of tree. Note locations of landscape timbers, flagstone paths or walls, brick pavers, etc.
- Utilizing IDOT standard drafting symbols and line weights, and indicating lot line intersections, lot numbers and common addresses.

### PLANS, SPECIFICATIONS, ESTIMATES & PERMITTING

During the topographic survey phase, the V3 team will visit the site and identify features (trees, grading, utilities) that may impact the alignment. V3 will develop up to three conceptual layouts overlaid onto an aerial for the new sidewalk and provide a discussion of the benefits and drawbacks of each design. V3 will prepare a design to minimize potential utility conflicts. If a conflict cannot be avoided, V3 will coordinate with facility owners early in the design process.

Once the concept designs have been laid out, V3 will meet with the Village staff on site to discuss the options. V3 will also attend one meeting with residents to present the options as discussed with the Village.

Once a preferred layout is chosen, V3 will prepare preliminary (50%) plans and cost estimates, followed by pre-final (90%) and final plans, cost estimates and specifications. V3's approach to each of these deliverables is provided in the following paragraphs.

V3 will provide efficient, high quality, constructible and complete engineering plans, while striving to keep cost and disruptions to the adjacent properties low.



# PROJECT UNDERSTANDING & APPROACH



V3 will prepare detailed plans and specifications meeting the Village of Downers Grove standards including:

- Cover Sheet
- General Notes and Summary of Quantities
- Earthwork Schedule
- Typical Sections and Construction Details
- Alignment, Ties and Benchmarks
- Grading Plan
- Storm Sewer Plan and Profile
- Sediment and Erosion Control Plan and Notes
- Cross Sections.

## PRELIMINARY PLANS & COST ESTIMATES

During the preliminary design phase of the project, V3 will begin preparing construction documents by adding additional detail to the selected conceptual design. The topographic survey will be complete prior to preparation of the preliminary plans, which will allow the design to reflect current topography and utility information.



## PRE-FINAL & FINAL PLANS, SPECIFICATIONS & COST ESTIMATES

Once the Village has reviewed the preliminary (50%) plans and authorized V3 to proceed into pre-final engineering, V3 will revise the plans in accordance with comments and add the remaining design details needed for construction.

The plans will include grading and drainage system improvements as needed including possible improvements to the storm sewer system and ditches. The plans will include defined overland flow routes.

As part of the final design, V3 will engage our professional cost estimators to develop cost saving solutions and perform constructability reviews for the project. Our in-house reviewers will review the construction documents for any potential issues that may arise during the bidding and construction phase.



## PERMIT ASSISTANCE

V3 will assist the Village in acquiring permits from the regulatory agencies with jurisdiction over the proposed improvements. It does not appear that the site will disturb more than one acre therefore an IEPA-NPDES is not anticipated. A permit from the DuDOT will be needed for any work within the Main Street right of way. A stormwater certification will also be needed from the Village. However, it is anticipated that the project may be designed to meet the criteria for a General Certification and will not require an individual tabbed submittal.

## BID PHASE & CONSTRUCTION SERVICES

V3 will make qualified personnel available to answer questions throughout the bidding and construction process.

## SCHEDULE

In the interest of meeting the project timeline, we recommend making the contractor responsible for testing and meeting the Clean Construction and Demolition Debris (CCDD) requirements.

# HEIDI VOIROL, P.E., LEED AP® BD+C

## PROJECT MANAGER



**Heidi** is a Senior Project Manager with experience in managing multi-discipline project teams on transportation infrastructure, municipal improvement and land development projects. Heidi is responsible for design and permitting strategies as well as the preparation of plans, specifications, estimates and project coordination. Project work includes infrastructure, roadway and trail designs, Phase I studies, commercial development and residential development.

### YEARS OF EXPERIENCE

V3: 21 | Total: 21

### EDUCATION

Bachelor of Science, Civil Engineering,  
Marquette University

### REGISTRATIONS

Professional Engineer: Illinois,  
#062-057225, 2004

Leadership in Energy & Environmental  
Design - Building Design &  
Construction (LEED AP® BD+C), 2007

### ASSOCIATIONS

American Council of Engineering  
Companies

Women's Transportation Seminar

American Public Works Association

### Sidewalk Feasibility Study for Forest Hills, Village of Western Springs

– *Western Springs, Illinois* | Project Manager for the preparation of a sidewalk feasibility study for the Forest Hills area which is approximately 250 acres with seven miles of internal roadway. Each lot with missing sidewalk was evaluated for possible conflicts with trees, landscaping, grading issues, driveways, accessibility concerns, drainage issues and utility conflicts. V3 developed engineer's estimates of probable construction costs needed to complete the sidewalk on each block and prepared the final report which included the estimates of costs.

### River Front Trail, City of Kankakee –

*Kankakee, Illinois* | Project Manager for Phase I and II trail extension of 2,500 feet along the east side of the Kankakee River from an existing pedestrian bridge south to Station Street. Key project challenges include crossing under an existing Norfolk Southern Rail bridge, building a pedestrian bridge over Soldier Creek and crossing under the Court Street (IL Route 17) bridge. Project included evaluating the existing and proposed hydrology and hydraulics of the Kankakee River and Soldier Creek, structural design and performing a topographic survey and preliminary environmental site assessment. The project is funded by an ITEP grant and is being processed through IDOT Local Roads, District 3.

### ADA Transition Plan Inventory for District 1, IDOT – Cook, DuPage & Will Counties

| Project Manager for the public rights-of-way accessibility guidelines (PROWAG) evaluation project. V3 inspected thousands of state jurisdiction intersections, reviewing the sidewalks, curb ramps, cross walks and pedestrian traffic signal equipment for accessibility compliance with PROWAG.

### ADA Priority Ramp Design Program, CDOT – Chicago, Illinois

| Project Manager for the City of Chicago's reconstruction of high priority, non-compliant alley and intersection crossings to meet the City's ADA curb ramp design criteria. V3 provided survey, design, and construction documentation preparation. Work included removal and replacement of sidewalk, curb, gutter, alley, roadway and drainage structures.

### Arterial Resurfacing & ADA Ramp Improvements 2011 Design, CDOT

– *Chicago, Illinois* | Project Manager Project Manager for the 2011 City of Chicago's ADA ramp improvements associated with the 2009 and 2010 arterial resurfacing program for more than 18 miles of roadway. Program included the assessment of approximately 980 intersection corners and the preparation of two sets of construction contract documents that were bid through the City. Heidi led the project team and developed a detailed tracking system and quality control program.

# ELORA HSU, P.E.

## PROJECT ENGINEER



**Elora** is a Senior Project Engineer working on a wide range of projects including roadway, urban redevelopment, streetscape, educational facilities, traffic studies and bicycle and pedestrian facilities. Her experience includes preparation of Phase I studies, intersection design studies, geometric design, capacity and operational analyses and preparation of contract documents, specifications and cost estimates serving numerous state agencies, county and local municipal clients. Most recently, Elora has specialized in providing transportation related services to municipalities throughout the Chicagoland area.

### YEARS OF EXPERIENCE

V3: 14 | Total: 14

### EDUCATION

Bachelor of Science, Civil Engineering,  
University of Illinois

### REGISTRATIONS

Professional Engineer: Illinois,  
#062-063684, 2011

### ASSOCIATIONS

American Society of Civil Engineers

### **Hainesville Road Phase I, Lake County DOT – Round Lake Beach, Illinois**

Project Engineer providing Phase I engineering services for this 1.5-mile corridor widening of Hainesville Road from Washington Street to Rollins Roads. The design will consider updates to pedestrian connectivity and safety including sidewalks and multi-use paths. Key challenges associated with the wider roadway section includes minimizing impacts to right-of-way, utility conflicts and resolutions, culvert extensions and potential wetland and environmental impacts.

### **Hadley Valley Trail, Forest Preserve District of Will County – Joliet, Illinois**

Design Engineer responsible for the planning and design of a new multi-use trail system and pedestrian bridge within the Hadley Valley Preserve. This project presented a unique challenge in trying to implement the recreation elements that the Client desired while blending the proposed improvements into the recently constructed naturalized landscaping and several different types and configurations of bridges were considered. Elora was responsible for the preparation of the contract plans, specifications and cost estimate.

### **Cary Road Shared Use Path, Village of Cary – Cary, Illinois**

Design Engineer for the design of a share use path along Cary Road from Fox Trails Drive to Main Street. Project included staying within the existing rights-of-way of Cary-Algonquin Road, wetland delineation within the right-of-way and on adjacent parcels and numerous designs to match into the grades of the roadway. Elora was responsible for the preparation of the contract plans and cost estimate.

### **Water Street Redevelopment Streetscape Improvements, City of Naperville & Marquette Companies – Naperville, Illinois**

Project Engineer for this high-profile, two-acre redevelopment in downtown Naperville with a 524-space parking structure as well as hotel, office, retail and restaurant land use. Project included a new retaining wall along the DuPage river which created pedestrian access to the river walk network. Streetscape improvements included new storm sewer and watermain, new traffic signal at the intersection of N. Aurora Avenue and Webster Street, decorative street lighting, ADA sidewalk, ramp and brick pavers. Elora was responsible for the preparation of the contract plans, specifications and cost estimates.

# AIMME MURO

CIVIL SITE ENGINEER



**Aimme** is a Design Engineer with experience in roadway design, infrastructure improvements and utility design and coordination. Prior to graduating from University of Illinois at Chicago and joining V3 full-time, Aimme spent a summer interning at ComEd's Transmission and Substation Engineering department working in both the field and office. Aimme is proficient in AutoCAD, RISA 3D and Solidworks.

## YEARS OF EXPERIENCE

V3: 1 | Total: 1

## EDUCATION

Bachelor of Science, Civil Engineering,  
University of Illinois at Chicago

## LANGUAGES

English  
Spanish

### **Sidewalk Feasibility Study for Forest Hills, Village of Western Springs – Western Springs, Illinois**

Design Engineer responsible for the preparation of a sidewalk feasibility study for the Forest Hills area which is approximately 250 acres with seven miles of internal roadway. Each lot with missing sidewalk was evaluated for possible conflicts with trees, landscaping, grading issues, driveways, accessibility concerns, drainage issues and utility conflicts. V3 developed engineer's estimates of probable construction costs needed to complete the sidewalk on each block and prepared the final report which included the estimates of costs and made recommendations for future improvements.

### **State Street Streetscape Improvements, City of Lockport – Lockport, Illinois**

Design Engineer providing feasibility, planning, design and construction management support services for streetscape improvements along State Street in downtown historic Lockport. Enhancements included various hardscape and streetscape elements including brick paver sidewalks, limestone outcroppings and planters, bicycle racks and benches, ADA design and rehabilitation of existing pedestrian lighting. Aimme was responsible for site grading plans of 9th and State Street as well as contract quantities.

### **Theodore Street Corridor Improvements, City of Joliet – Joliet, Illinois**

Design Engineer for the Phase I engineering of the one-mile roadway widening. Currently this segment of roadway experiences a number of crashes due to the lack of a center turn lane. The project will add a center turn lane as well as two additional traffic signals along the corridor. Phase I engineering is utilizing MFT funds and the City will apply for future construction funding once the Phase I is complete. Aimme compiled crash data for the corridor.

### **Department of Water Management Task Order Design Requests, City of Chicago Department of Water Management – Chicago, Illinois**

Design Engineer for in-house, term and private contract sewer design. In addition to the sewer design, work included topographic surveys, geotechnical and laboratory testing work, clean construction demolition and debris, Phase I and Phase II services, structural design, utility coordination, IDOT permitting, maintenance of traffic, roadway restoration, ADA ramp designs and the preparation of contract documents. V3 has been awarded ten task order requests (TOR) resulting in 49 separate projects totaling more than 20 miles of sewer design. Aimme's projects include:

- TOR #21-02 (Four projects/2.68 miles)

# DAVID VOGEL, P.E., CFM, CPSWQ®

## DRAINAGE LEAD



**Dave** is a Project Manager with extensive water resources engineering experience that makes him a valuable addition to any stormwater project. He has experience in municipal drainage design and flood remediation as well as obtaining project funding through federal and local grant applications. Dave is trained in a variety of related software applications including ArcGIS, XP-SWMM, HEC-RAS, HEC-HMS and Hydraflow.

### YEARS OF EXPERIENCE

V3: 3 | Total: 17

### EDUCATION

Bachelor of Science, Civil Engineering,  
University of Illinois at Chicago

Master of Science, Civil Engineering,  
University of Illinois at Chicago

### REGISTRATIONS

Professional Engineer: Illinois,  
#062-062248, 2009

Certified Floodplain Manager: Illinois,  
#IL-08-00372, 2008

Certified Professional in Stormwater  
Quality™: #1049, 2016

### **Pedestrian Bridge over Tinley Creek Replacement, Elim Christian Services – Crestwood, Illinois**

| Drainage Engineer for the removal and replacement of this pedestrian bridge that was destroyed during a heavy rain event in early 2020. V3 removed the old bridge and worked with a truss bridge fabricator to design the new structure according to IDNR-Office of Water Resources and Metropolitan Water Reclamation District of Greater Chicago standards. An important design goal was to maintain the historic aesthetic of the bridge while still obtaining the necessary regulatory permits.

### **Prince Pond Dredging & Park Improvements, Downers Grove Park District & Village of Downers Grove – Downers Grove, Illinois**

| Project Manager for improvements to Prince Pond Park. Project included dredging to remove accumulated sediment, installation of ADA compliant access paths and shoreline restoration. V3 performed bathymetric survey and sediment disposal evaluation to calculate volumes and determine appropriate disposal methods.

### **Burlington Highlands Site #2, Village of Downers Grove – Downers Grove, Illinois**

| Project Manager for stormwater management improvements to a 40-acre study area. Due to the sensitive nature of the receiving waterway, V3 strategically designed upstream drainage improvements to create no adverse

impact to downstream areas while providing maximum hydraulic benefits to flooded properties upstream. The project is currently scheduled for Spring 2021 construction.

### **Elm & Earlston Drainage Improvements, Village of Downers Grove – Downers Grove, Illinois**

| Project Manager for drainage improvement design and construction document preparation for a four-acre study area. V3's creative approach to drainage design resulted in cost-savings for the Village as well as much needed relief to flooded residences without impacting traffic flow on Ogden Avenue during the construction process. Permitting and close coordination of storm sewer layout with IDOT was completed for storm sewer installation and repurposing within the Ogden Avenue right-of-way.

### **Cedar Road Phase II Engineering, Will County DOT – New Lenox, Illinois**

| Project Manager for replacement of a culvert crossing as part of this roadway reconstruction and widening project. Project included hydrologic and hydraulic analysis of the upstream watershed to calculate peak runoff rates and designed a new culvert crossing that met freeboard requirements. Permits were obtained from Will County, IDNR-Office of Water Resources and USACE.

# LUCAS ROAT, CFM

## STORMWATER ENGINEER



**Lucas** is a Design Engineer with experience in the planning, design and construction of water and wastewater infrastructure. His experience includes development reviews, stormwater engineering, erosion control design and inspection, water supply engineering, hydraulic modeling, technical writing, project permitting, construction inspection and municipal stormwater reviews. Lucas has experience with several engineering and design platforms including XP-SWMM, EPANET, EPA SWMM, ArcGIS, AutoCAD and HEC-RAS.

### YEARS OF EXPERIENCE

V3: 4 | Total: 5

### EDUCATION

Bachelor of Science, Civil Engineering,  
Illinois Institute of Technology

Master of Engineering, Environmental  
Engineering, Illinois Institute of  
Technology

### REGISTRATIONS

Certified Floodplain Manager: Illinois,  
#IL-18-0012, 2018

### ASSOCIATIONS

Illinois Association for Floodplain &  
Stormwater Management

### **Elm & Earlston Drainage Improvements, Village of Downers Grove – Downers Grove, Illinois**

| Design Engineer for drainage improvement design and construction document preparation for a four-acre study area. V3's creative approach to drainage design resulted in cost-savings for the Village as well as much needed relief to flooded residences without impacting traffic flow on Ogden Avenue during the construction process. Lucas was responsible for XP-SWMM modeling of upstream IDOT drainage areas.

### **Stormwater Program Manager, Metropolitan Water Reclamation District of Greater Chicago – Cook County, Illinois**

| Design Engineer providing program management services for a new, multi-year stormwater master planning (SMP) program which included preparation of individual study profiles for incorporation into the Cook County SMP. The program looks beyond traditional stormwater and green infrastructure solutions and consider instead unique, innovative and holistic approaches to address urban flooding in conjunction with other community needs. Lucas implemented workflow for automatic delineation of drainage networks using Arc Hydro tools in ArcGIS. He also performed studies on district flood control reservoirs to determine inundation characteristics which will assist with planting plans of naturalize basins.

### **Second Street Culvert Replacement - Master Stormwater Plan Improvement Projects #22, Village of Northbrook – Northbrook, Illinois**

| Design Engineer for master plan stormwater improvements and culvert replacement on Second Street. Lucas was responsible for hydraulic modeling in HEC-RAS for the culvert replacement.

### **Fairmont Community Drainage Improvements, Will County Land Use Department – Lockport, Illinois**

| Design Engineer providing master planning services for stormwater management for the Fairmont South Area, approximately 165 acres. This area had severe flooding, so a multi-year plan was prepared which phased the improvements over six years to accommodate the County's anticipated grant funding. Lucas was responsible for stormwater infrastructure design and preparation of construction documents.

### **Russo Salt Supply Facility, Russo Power – Lemont, Illinois**

| Design Engineer for site design and stormwater permitting for this 2.5-acre salt transfer facility located on the Illinois & Michigan Canal. Lucas assisted in design of salt offloading/staging facilities and corresponding stormwater management facilities to meet regulatory requirements. He also prepared Illinois Department of Natural Resources Water Management Office permit documentation.

# CHRIS BARTOSZ, PLS

## SURVEYOR



**Chris** is the Director of V3's Survey practice area with a staff of 20, including five professional land surveyors and nine survey crews. He is experienced in all phases of land surveying. His project management work includes major land acquisition and route surveying projects for IDOT, the Illinois Tollway, large-scale commercial and residential land development surveying projects from site development through final subdivision, construction and post-construction phases, as well as commercial land title, route and construction surveying.

### YEARS OF EXPERIENCE

V3: 22 | Total: 31

### EDUCATION

Associates Degree in Science & Math,  
College of DuPage

### REGISTRATIONS

Professional Land Surveyor:

- *Arizona, #43785, 2006*
- *Colorado, #37074, 2005*
- *Illinois, #035-3189, 1996*
- *Iowa, #20900, 2012*

### ASSOCIATIONS

Illinois Professional Land Surveyors  
Association

### SPECIALIZED SKILLS

Property Boundary Analysis  
Sectionalized Land Surveys  
Rout Surveying  
Land Title Surveys & Platting

### OFFICES HELD

Illinois Professional Land Surveyors  
Association:

- *Current Executive Director to the State Board of Directors*
- *Past President of the Chicago Chapter*

### **Madison Street & Oak Park Avenue, Village of Oak Park – Oak Park, Illinois**

| Project Manager for ALTA and topographic surveying services for this 1.7-acre project located at the northeast corner of Oak Park Avenue and Madison Street. Using GPS receivers, levels and robotic total stations, V3 efficiently completed the surveys for the site as well as the adjoining roadways.

### **CIP Surveys, Village of Oak Park – Oak Park, Illinois**

| Survey Director and Quality Assurance Manager for survey of 120 streets and alleys within the Village. Coordinated robotic instrument procedures to efficiently collect field data to produce topographic surveys for the Village's 2002, 2003, 2004, 2005, 2007, 2014, 2018 and 2019 capital improvement projects.

### **Fairview Avenue, Village of Downers Grove – Downers Grove, Illinois**

| Project Manager for this project which consisted of the topographic surveying of 13,000 linear feet of municipal streets. Surveys including the entire right-of-way, strips of adjoining private properties and full intersections were used for a larger engineering design project involving the repair and replacement of watermains and sanitary sewers. Field-located underground utility information was integrated into the maps with the assistance of the municipality and public utility companies.

### **Right-of-Way Topographic Surveys, City of Evanston – Evanston, Illinois**

| Project Manager for topographic surveys of 12,800 linear feet of Ridge, Main and Hasting Streets. Maps depicted existing right-of-way lines and all surface features, including recovered right-of-way monumentation, curb, pavement, sidewalk, trees, light poles, power poles, traffic control signs, signals and poles, fire hydrants, gas valves and sewer manholes. All data collected was referenced to the City's survey monument system and Geo Referenced to the Illinois State Plane Coordinate System, East Zone, North American Datum of 1983 (1986 Adjustment).

### **Land Acquisition, IDOT – Tampico & Dixon, Illinois**

| Project Manager and Surveyor-in-Charge of an eight-mile, land acquisition project which included the direction of survey crews, analysis of sectionalized and subdivided boundaries, the review of alignment data, title reports, existing right-of-way plats, the preparation of statutory plats of highways, legal descriptions, the coordination of the field staking of same and the preparation of monument records.



## SIMILAR PROJECTS

### Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)

#### SIDEWALK FEASIBILITY STUDY FOR FOREST HILLS | WESTERN SPRINGS, ILLINOIS

V3 prepared a sidewalk feasibility study for the Forest Hills area which extends from 47th Street south to 55th Street and from Fair Elm Avenue east to Wolf Road. The total project area is approximately 250 acres with seven miles of internal roadway. A significant amount of the neighborhood has sidewalk, however there are sections with gaps between houses as well as entire blocks with no sidewalk. Community stakeholders expressed an interest in completing the sidewalk system and V3 conducted a study to determine the impacts and cost implications of adding or completing the sidewalk to either one or both sides of the roadway. Site visits included documenting every lot within the project limits with missing sidewalk as well as noting possible conflicts with the proposed sidewalk including mature trees, landscaping, potential grading issues, types of driveways, accessibility concerns, drainage issues and potential utility conflicts.

V3 prepared an engineer's opinion of probable construction cost for completing each block of sidewalk. The opinions of cost included removals, earthwork, sidewalk placement, driveway replacements, tree removal, tree root pruning, erosion control, utility adjustments and maintenance of traffic. Based on the opinions of cost, impacts to mature trees and proximity to schools and religious institutions, V3 made recommendations of areas to be improved with sidewalk. As part of the final report, V3 developed proposed typical sections for the sidewalk improvements, exhibits that noted the potential tree impacts and the recommended sidewalk improvements.



#### CLIENT

Village of Western Springs

Contact: Casey Biernacki,  
708.246.1800

#### IL ROUTE 53 NORTHERN PEDESTRIAN CONNECTIVITY PROJECT | WOODRIDGE, ILLINOIS

Phase I and Phase II for IL Route 53 Northern Pedestrian Connectivity Project that consisted of installing pedestrian accommodations on the west side of IL Route 53 from Mulligan Drive to Hobson Road. The proposed improvements included installing approximately 11,000 square feet of five-foot-wide portland cement concrete sidewalk. Traffic signals were modernized to include new pedestrian signal crossings. Coordination with the Village was necessary to determine any portions to install a multi-use path to connect into the DuPage County's trail system.

All design conformed to IDOT standards as well as the Americans with Disabilities Act. Construction costs were funded through the Surface Transportation Program and the project was processed through IDOT Bureau of Local Roads. IDOT approvals were required from several IDOT Sections including Traffic, Geometrics, Hydraulics, Traffic Signals, Electrical, Arterials and Permits. Coordination with the Village of Romeoville was also required to meet the requests of the Village for the development of the property, landscaping and street lighting. V3 assisted the Village with coordinating the intergovernmental agreement needed with IDOT for the street lighting maintenance. A plat of subdivision and plat of dedication were prepared and coordinated through the IDOT Bureau of Land Acquisition.



#### CLIENT

Village of Woodridge

Contact: Brandon Tonarelli,  
630.719.2941



## SIMILAR PROJECTS

### Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)

#### IL ROUTE 53 PEDESTRIAN CORRIDOR STUDY | WOODRIDGE, ILLINOIS

This study consisted of planning a pedestrian pathway system within the Village of Woodridge's corporate limits along IL Route 53. The purpose of the study was to develop a preliminary master plan for future concrete sidewalk and/or asphalt path construction projects. The total length of the study on was approximately 12,000 feet and areas included new alignments as well as infill gap areas. An evaluation was performed to determine which side of IL Route 53 the sidewalk should be installed based on existing and future residential and commercial properties, safety and location of the local trail system. Aerial plan sheets and a detailed cost estimate were prepared for the preferred alternative and the improvements were broken out into manageable sections for the Village to apply for federal funding for design and construction of the sidewalk. Since IL Route 53 is an IDOT road, all future design and construction will follow IDOT guidelines.



CLIENT

Village of Woodridge

Contact: Brandon Tonarelli,  
630.719.2941

#### FARRELL ROAD PATH | LOCKPORT, ILLINOIS

V3 worked with the City of Lockport to update the Phase I study and develop Phase II engineering plans for a new multi-use path along Farrell Road from Division Street to 7th Street, a distance of approximately a half mile. The improvements include a new eight-foot, shared-use path along the west side of Farrell Road adjacent to the Lockport Township High School. The path will provide pedestrian and bicycle access to the school from the neighboring residential areas. In addition, new ADA compliant crossings will be designed at each driveway crossing as well as the signalized intersections of Division Street and 7th Street. There are a number of underground utilities that run along the corridor, particularly at the two intersections at Division Street and 7th Street. V3 is working with the City and the School District to develop options that minimize the need for costly utility relocations.

Since the City has received ITEP funding, the engineering design plans will follow IDOT guidelines and be processed under IDOT's procedures for federally funded projects. The design, contract plans and special provisions will conform to IDOT's Bureau of Local Roads and Streets Manual. V3 is also providing Phase III construction engineering services.



CLIENT

City of Lockport

Contact: Ben Benson, 815.838.0549

#### HIGGINS ROAD MULTI-USE PATH | SCHAUMBURG, ILLINOIS

V3 provided Phase II design engineering services for this half-mile-long, eight-foot-wide, multi-use path designed to connect the existing facilities on the north side of Higgins Road (IL Route 72). A new ADA compliant, signalized crossing was added at Plum Grove Road, which is currently under construction. V3 coordinated design efforts with the Village since this project will affect recently-constructed improvements on Plum Grove Road. Utility relocations implemented as part of the Plum Grove Road project required V3 to conduct a supplemental survey and revise the Phase I design. Proposed improvements also included modification of existing traffic controls to provide new pedestrian push buttons and signals. The Village received federal Transportation Alternatives Program funding for this project, therefore engineering design plans will follow IDOT guidelines and be processed through IDOT Bureau of Local Roads.



CLIENT

Village of Schaumburg

Contact: Chris Beckert,  
847.923.6646



## SIMILAR PROJECTS

Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)

### RIVER FRONT TRAIL | KANKAKEE, ILLINOIS

V3 is providing Phase I, II and III engineering services for a river front trail that will extend the existing multi-use trail by 2,500 feet along the east side of the Kankakee River. The trail alignment will cross over Soldier Creek and under the Court Street Bridge. This project is a critical path linkage included in the City of Kankakee's Riverfront Master Plan and is part of a trail system that will ultimately provide access from the City limits to the Kankakee River State Park. This project is funded in part by ITEP grants and is being processed through the IDOT Bureau of Local Roads, District 3.

Hydraulic analysis of both the Kankakee River and Soldier Creek will be conducted to evaluate any fill requirements within the floodplain. Structural design will be provided for the pedestrian bridge over Soldier Creek, which will be adjacent to the Kennedy Drive (US Route 52) bridge. In addition, Retaining walls will also be designed along the creek. Railroad coordination will be begin with the Phase I design as the path will cross under a Norfolk Southern Railroad bridge and be adjacent to one of the bridge piers.

One design challenge will be to provide freeboard over Soldier Creek and clearance under the Court Street Bridge while maintaining ADA accessibility. A switchback will be utilized to change the elevation between the pedestrian bridge over Soldier Creek and the crossing under the Court Street Bridge.



CLIENT

City of Kankakee

Contact: Neil Piggush, 815.614.3447

### ELM & EARLSTON DRAINAGE IMPROVEMENTS | DOWNERS GROVE, ILLINOIS

V3 was selected to provide drainage solutions for the Elm/Earlston/Glendenning flooding problem area. This location has minimal stormwater infrastructure and is impacted by rainfall exceeding the two-year recurrence interval. V3 performed a topographic survey of the flow paths and evaluated the existing overflows and storm sewer/ditch network through this residential subdivision. Various blockages to flow were encountered including fences, residential structures, garages and landscape installations. V3 provided a recommended design including storm sewer improvements in each of the roadway sections and stormwater improvements along the flow path. The resulting design met the Downers Grove level of service for this flood prone area and minimized flood impacts to the residents. V3 provide XP-SWMM modeling to evaluate alternatives, and provided final construction document and permitting of the selected drainage improvements.



CLIENT

Village of Downers Grove

Contact: Kerry Behr, 630.434.5489

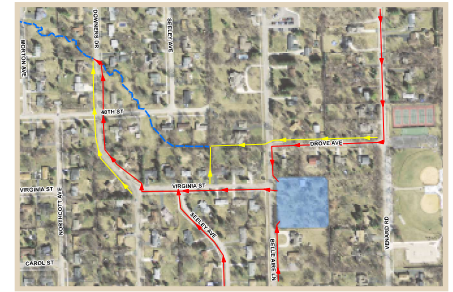


## Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)

# SIMILAR PROJECTS

### BURLINGTON HIGHLANDS SITE #2 | DOWNERS GROVE, ILLINOIS

V3 provided final hydrologic and hydraulic design of stormwater management improvements along with engineering plans and construction documents for the 40-acre Burlington Highlands study area. Detailed XP-SWMM modeling was performed for proposed stormwater infrastructure improvements to evaluate hydraulic benefits and verify compliance with the Village's service level drainage event. Wetland/Waters of the U.S. impacts were quantified and appropriate native plantings were determined by V3 natural resources staff. Topographic survey of approximately 7,400 linear feet within the public right-of-way and approximately two acres of private property was collected. Permits were obtained from the Village of Downers Grove, USACE and the IEPA. The outfall for the Burlington Highlands stormwater improvements is into an unnamed tributary to Lacey Creek. This waterway has several residences located adjacent to it and V3 also identified it as a Waters of the U.S. Due to the sensitive nature of the waterway, V3 was required to design upstream stormwater improvements to result in no adverse impact to downstream properties while providing maximum hydraulic benefits to flooded properties upstream. This was achieved through a combination of strategically placed flood storage volume and controlling anticipated storm sewer flow based on detailed XP-SWMM modeling of design storm events.



#### CLIENT

Village of Downers Grove

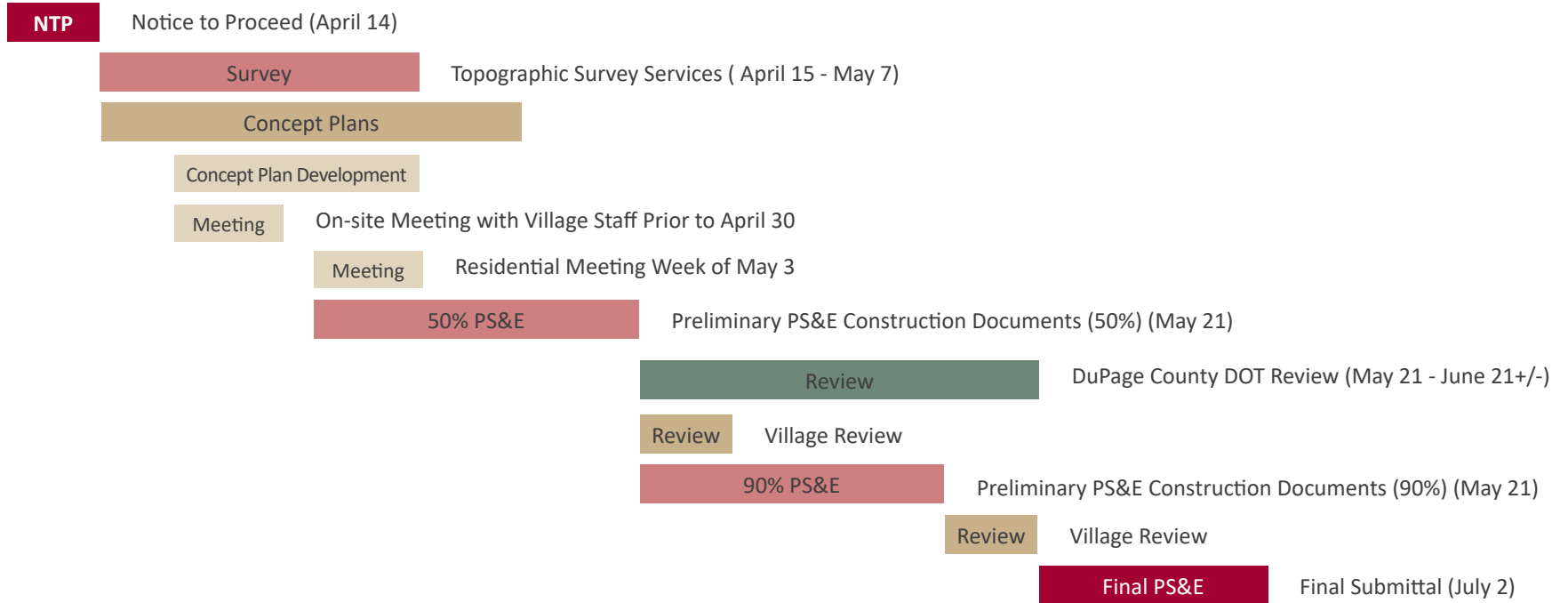
Contact: Kerry Behr, 630.434.5489



# PROPOSED PROJECT SCHEDULE

Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)

2021





# COST PROPOSAL

Sidewalk Design Services for Norfolk Street from Saratoga to Main (S-012-21)

TASK	Classification: Rate:	V3 Companies							SUMMARY
		Principal Director \$210.00	Senior PM \$205.00	Project Manager \$170.00	Design Engineer III \$95.00	CAD Technician \$110.00	Project Surveyor \$115.00	Survey 1 Man Crew \$110.00	Survey 2 Man Crew \$195.00
<b>1. Topographic Survey Services</b>									
Survey Field Work							8	8	\$2,440.00
Drafting			3			12			\$1,935.00
	Hours	0	3	0	0	12	8	8	31
	Fee	\$0.00	\$615.00	\$0.00	\$0.00	\$1,320.00	\$0.00	\$880.00	\$1,560.00
<b>2. Concept Design</b>									
Preparation of up to 3 concept layouts				4	20				\$2,580.00
Meetings (Attendance & Preparation)			5		4				\$1,405.00
	Hours	0	5	4	24	0	0	0	33
	Fee	\$0.00	\$1,025.00	\$680.00	\$2,280.00	\$0.00	\$0.00	\$0.00	\$3,985.00
<b>3. Preliminary/Pre-Final Plans/Final Engineering/Plans/Specifications</b>									
Preliminary Plan Submittal			2	4	24	4			\$3,810.00
Pre-Final Plans				2	12	2			\$1,700.00
Final Engineering				2	12				\$1,480.00
Permit Assistance			2		4				\$790.00
Final Plans, Specifications and Estimate				4	16				\$2,200.00
	Hours	0	4	12	68	6	0	0	90
	Fee	\$0.00	\$820.00	\$2,040.00	\$6,460.00	\$660.00	\$0.00	\$0.00	\$9,980.00
Reimbursables									\$100.00
								<b>TOTAL</b>	<b>\$18,440.00</b>

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main (S-012-21)

**V. PROPOSAL/CONTRACT FORM**

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

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

**PROPOSER:**

V3 Companies, Ltd.

Company Name

Date: 3/29/2021

7325 Janes Avenue

Street Address of Company

lgallucci@v3co.com

Email Address

Woodridge, IL 60517

City, State, Zip

Louis Gallucci

Contact Name (Print)

630.724.9200

Business Phone

312.656.6672

13-Hour Telephone

630.724.9202

Fax

*Louis Gallucci*

Signature of Officer, Partner or Sole Proprietor

Louis Gallucci, President & CEO

Print Name & Title

ATTEST: If a Corporation

*Edward J. [Signature]*

Signature of Corporation Secretary

**VILLAGE OF DOWNERS GROVE:**

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date



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

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
(S-012-21)

**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, 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 – Member-Managed

Sole Proprietor      Limited Liability Company- Manager-Managed

Partnership      Medical

Corporation

Charitable/Nonprofit      Government Agency

**SIGNATURE:** *Joseph J. Gallucci*      **DATE:** 3/29/2021

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main (S-012-21)

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

Sidewalk Design Services-  
Norfolk Street from

With regard to Saratoga to Main(S-012-21) Proposer V3 Companies, Ltd. hereby certifies  
(Name of Project) (Name of Proposer)

the following:

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

BY: *Joseph J. Gallucci*  
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 29th day of March, 2021

*Barbara L. Schaul*  
Notary Public

State of: Illinois

County of: DuPage

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main (S-012-21)

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

(Fill Out Applicable Paragraph Below)

**(a) Corporation**

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of V3 Companies, Ltd., and the full names of its Officers are as follows:

President: Louis Gallucci

Secretary: Edward Fitch

Treasurer: Patrick Kennedy

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

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

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

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

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

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

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

**(c) Partnership**

Names and Addresses of All Members of Partnership:

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

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

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main (S-012-21)

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

**(d) Sole Proprietor**

The Proposer is a Sole Proprietor whose full name is: \_\_\_\_\_

and if operating under a trade name, said trade name is: \_\_\_\_\_

which name is registered with the office of \_\_\_\_\_ in the State of \_\_\_\_\_.

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

Insurer's Name Willis of Illinois, Ltd.

Agent Moreen Kornacki

Street Address 233 South Waker Dr., Suite 200

City, State, Zip Code Chicago, Il 60606

Telephone Number 312.288.7466

**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, Ltd.

Print Name and Title of Authorizing Signature: Louis Gallucci, President & CEO

Signature: 

Date: 03/29/2021

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main  
(S-012-21)

**Suspension or Debarment Certificate**

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

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

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

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

Company Name: V3 Companies, Ltd.

Address: 7325 Janes Avenue

City: Woodridge Zip Code: 60517

Telephone: ( 630 ) 724.9200 Fax Number: ( 630 ) 724.9202

E-mail Address: lgallucci@v3co.com

Authorized Company Signature: 

(Print )Name: Louis Gallucci Title of Official: President & CEO

Date: 3/29/2021

Village of Downers Grove – Sidewalk Design Services – Norfolk Street from Saratoga to Main (S-012-21)

**Campaign Disclosure Certificate**

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate.

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

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

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

Under penalty of perjury, I declare:

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

*Louis J. Gallucci*  
Signature

Louis Gallucci  
Print Name

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

Print the following information:

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

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

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

\_\_\_\_\_  
Signature

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

# Kingsley Elementary School



2/18/2021





# Village of Downers Grove

## Contractor Evaluation

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Contractor: V3 Companies

Project: 2020 St Joseph Creek South Restoration SW-088

Primary Contact: Diana Johnson Phone: 630-729-6147

Time Period: June-December 2020

On Schedule (allowing for uncontrollable circumstances)  Yes  No

Provide details if early or late completion:

Change Orders (attach information if needed): CO to be processed for final quantity balancing. Project under original bid amount.

Difficulties / Positives: Performed satisfactory work, average communication with Village Staff. Respected residents around job site.

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: Zlatko Nikolov

Date: 12/21/20