

December 2, 2025

Mr. Kevin Jackson  
Village Manager  
Village of Oak Park  
123 Madison Street  
Oak Park, IL 60302

**Subject: 2026 Permit Review and Inspection Services**

Dear Mr. Jackson:

Baxter & Woodman, Inc. is pleased to submit the following proposal. This proposal outlines our scope of services and engineering fee.

## Scope of Services

---

### 1. PERMIT REVIEW

- A. Perform technical reviews of site-development plans for work in the right-of-way, water and sewer service plans, private utility plans such as ComEd and Nicor projects, right-of-way obstruction permits, and small cell applications.
- B. Reviews will be for compliance with grading and accessibility requirements per Village codes and specifications, as well as specifications from the Metropolitan Water Reclamation District of Greater Chicago, the Illinois Environmental Protection Agency, the Illinois Department of Public Health, and the Illinois Access Board.
- C. Locations of approved small cell permits, and water and sewer permits, will be coordinated with Village GIS Staff and consultants.
- D. Reviews of Oxcart Permit System applications will be for oversize and overweight vehicles on routes within the Village, based on Village ordinances prohibiting these vehicles on certain streets, and the requirements of Planned Developments.

### 2. INSPECTIONS - Inspect completed work in the right-of-way to allow the release of construction deposits or bonds; prepare and submit final paperwork so that deposits can be refunded to applicants.

### 3. PROJECT MANAGEMENT AND COORDINATION

- A. Serve as a clearinghouse for all Public Works permits, coordinating and assigning applicable permits to Public Works Staff.
- B. Coordinate and participate in weekly meetings with Public Works Staff to balance workload and ensure permits and inspections are completed within established timeframes.

- C. Plan, schedule, and control activities to complete the Project. These activities include budgeting, scheduling, and monitoring the scope of services.

## Fee

---

The Engineer's fee for the stated scope of services is based upon the attached 2026 Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel within the Village, the total of which will not exceed **\$240,000.00**. The Engineer may adjust the hourly billing rates and out-of-pocket expenses on or about January 1 of each subsequent year and Agreement will be amended accordingly prior to the continuation of services.

This proposal is valid for 90 days from the date issued.

## Schedule

---

Work will commence on January 1, 2026.

The anticipated end date of services is December 31, 2026.

## Standard Terms and Conditions

---

The attached Standard Terms and Conditions apply to this proposal.

## Acceptance

---

If you find this proposal acceptable, please sign and return one copy for our files. If you have any questions or need additional information, please do not hesitate to contact me at 815-444-4438 or [sodell@baxterwoodman.com](mailto:sodell@baxterwoodman.com), or Project Manager Steve Amann at 815-444-3345 or [samann@baxterwoodman.com](mailto:samann@baxterwoodman.com).

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Sean E. O'Dell, PE  
Executive Vice President

Village of Oak Park

ACCEPTED BY: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

P:\OAKPK\2501543-Permit Plan Review and Inspection\Contract\Work\Draft LP.docx

PLEASE READ THESE STANDARD TERMS AND CONDITIONS ("TERMS") CAREFULLY BEFORE EXECUTING THE LETTER PROPOSAL PRESENTED BY BAXTER & WOODMAN, INC. ("Baxter & Woodman"). BY EXECUTING THE LETTER PROPOSAL, OWNER AGREES TO BE BOUND BY THESE TERMS, THE PROVISIONS OF THE LETTER PROPOSAL, AND THE PROVISIONS OF ANY DOCUMENT REFERRING TO THESE TERMS OR THE LETTER PROPOSAL, ALL OF WHICH SHALL COLLECTIVELY CONSTITUTE THE "AGREEMENT".

**Owner's Responsibility** – Provide Baxter & Woodman with all criteria and full information for the "Project," which is generally otherwise identified in the Letter Proposal. Baxter & Woodman will rely, without liability, on the accuracy and completeness of all information provided by the Owner (as defined in the Letter Proposal) including its consultants, contractors, specialty contractors, subcontractors, manufacturers, suppliers and publishers of technical standards ("Owner Affiliates") without independently verifying that information. The Owner represents and warrants that all known hazardous materials on or beneath the site have been identified to Baxter & Woodman. Baxter & Woodman and their consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, unidentified or undisclosed hazardous materials unless this service is set forth in the Letter Proposal.

**Schedule for Rendering Services** – The agreed upon services shall be completed within a reasonable amount of time. If Baxter & Woodman is hindered, delayed or prevented from performing the services as a result of any act or neglect of the Owner, any Owner Affiliate, or force majeure event, Baxter & Woodman's work shall be extended and the rates and amounts of Baxter & Woodman's compensation shall be equitably adjusted in a written instrument executed by all Parties.

**Invoices and Payments** – The fees to perform the proposed scope of services constitutes Baxter & Woodman's estimate to perform the agreed upon scope of services. Circumstances may dictate a change in scope, and if this occurs, an equitable adjustment in compensation and time shall be agreed upon by all Parties by written agreement. No service for which added compensation will be charged will be provided without first obtaining written authorization from the Owner. Baxter & Woodman invoices shall be due and owing by Owner in accordance with the terms and provisions of the State of Illinois Local Government Prompt Payment Act (50 ILCS 505/1 et seq.).

**Opinion of Probable Construction Costs** – Baxter & Woodman's opinion of probable construction costs represents its reasonable judgment as a professional engineer. Owner acknowledges that Baxter & Woodman has no control over construction costs or contractor's methods of determining prices, or over competitive bidding, or market conditions. Baxter & Woodman cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from Baxter & Woodman's opinion of probable construction costs.

**Standards of Performance** – (1) The standard of care for all services performed or furnished by Baxter & Woodman will be the same care and skill ordinarily used by professionals practicing under similar circumstances, at the same time and in the same locality on similar projects. Baxter & Woodman makes no warranties, express or implied, in connection with its services; (2) Baxter & Woodman shall be responsible for the technical accuracy of its services and documents; (3) Baxter & Woodman shall use reasonable care to comply with applicable laws, regulations, and Owner-mandated standards; (4) Baxter & Woodman may employ such sub-consultants as Baxter & Woodman deems necessary to assist in the performance or furnishing of the services, subject to reasonable, timely, and substantive objection by Owner; (5) Baxter & Woodman shall not supervise, direct, control, or have authority over any contractors' work, nor have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work; (6) Baxter & Woodman neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents; (7) Baxter & Woodman is not acting as a municipal advisor as defined by the Dodd-Frank Act. Baxter & Woodman shall not provide advice or have any responsibility for municipal financial products or securities; (8) Baxter & Woodman is not responsible for the acts or omissions of any contractor, subcontractor, or supplier, or any of their agents or employees or any other person at the site or otherwise furnishing or performing any work; (9) Shop drawing and submittal review by Baxter & Woodman shall apply only to the items in the submissions and only for the purpose of assessing if, upon installation or incorporation in the Project work, they are generally consistent with the contract documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e., hard copy or electronic transmission) and for compliance with the construction documents. Owner further agrees that Baxter & Woodman's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Baxter & Woodman's consideration of a component does not constitute acceptance of the assembled item; (10) Baxter & Woodman's site observation during construction shall be at the times agreed upon in the Project scope. Through standard, reasonable means, Baxter & Woodman will become generally familiar with observable completed work. If Baxter & Woodman observes completed work that is inconsistent with the construction documents, information shall be communicated to the contractor and Owner for them to address.

**Insurance** – Baxter & Woodman will maintain insurance coverage with the following limits and Certificates of Insurance will be provided to the Owner upon written request:

Worker's Compensation:	Statutory Limits	Excess Umbrella Liability:	\$10 million per claim and aggregate
General Liability:	\$1 million per claim	Professional Liability:	\$5 million per claim
	\$2 million aggregate		\$10 million aggregate
Automobile Liability:	\$1 million combined single limit		

In no event will Baxter & Woodman's collective aggregate liability under or in connection with this Agreement or its subject matter, based on any legal or equitable theory of liability, including breach of contract, tort (including negligence), strict liability and otherwise, exceed the contract sum to be paid to Baxter & Woodman

under this Agreement. Any claim against Baxter & Woodman arising out of this Agreement may be asserted by the Owner, but only against the entity and not against Baxter & Woodman's directors, officers, shareholders or employees, none of whom shall bear any liability and may not be subject to any claim.

**Indemnification and Mutual Waiver** – (1) To the fullest extent permitted by law, Baxter & Woodman shall indemnify and hold harmless the Owner and its officers and employees from claims, costs, losses, and damages ("Losses") arising out of or relating to the Project, provided that such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent caused by any grossly negligent act or omission of Baxter & Woodman; (2) To the fullest extent permitted by law, Owner shall indemnify and hold harmless Baxter & Woodman and its officers, directors, employees, agents and consultants from and against any and all Losses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court, arbitration, or other dispute resolution costs) arising out of or relating to the Project provided that any such Losses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, but only to the extent arising out of or occurring in connection with the Owner's, or Owner's officers, directors, employees, consultants, agents, or others retained by or under contract to the Owner, negligent act or omission, willful misconduct, or breach of this Agreement; (3) To the fullest extent permitted by law, Owner and Baxter & Woodman waive against each other, and the other's employees, officers, directors, insurers, and consultants, any and all claims for or entitlement to special, incidental, indirect, enhanced, punitive, or consequential damages, in each case regardless of whether such party was advised of the possibility of such losses or damages or such losses or damages were otherwise foreseeable, and notwithstanding the failure of any agreed or other remedy of its essential purpose; (4) In the event Losses or expenses are caused by the joint or concurrent fault of the Baxter & Woodman and Owner, they shall be borne by each party in proportion to its respective fault, as determined by a mediator or court of competent jurisdiction; (5) The Owner acknowledges that Baxter & Woodman is a business corporation and not a professional service corporation, and further acknowledges that the corporate entity, as the party to this contract, expressly avoids contracting for individual responsibility of its officers, directors, or employees. The Owner and Baxter & Woodman agree that any claim made by either party arising out of any act of the other party, or any officer, director, or employee of the other party in the execution or performance of the Agreement, shall be made solely against the other party and not individually or jointly against such officer, director, or employees.

**Termination** – Either party may terminate this Agreement upon ten (10) business days' written notice to the other party in the event of failure by the other party to comply with the terms of the Agreement through no fault of the terminating party. A condition precedent to termination shall be conformance with the Dispute Resolution terms below. If this Agreement is terminated, Owner shall receive reproducible copies of drawings, developed applications and other completed documents upon written request. Owner shall be liable, and shall promptly pay Baxter & Woodman, for all services and reimbursable expenses rendered through the effective date of suspension/termination of services.

**Use of Documents** – All Baxter & Woodman documents (data, calculations, reports, Drawings, Specifications, Record Drawings and other deliverables, whether in printed form or electronic media format, provided by Baxter & Woodman to Owner pursuant to this Agreement) are instruments of service and Baxter & Woodman retains ownership and property interest therein (including copyright and right of reuse). Owner shall not rely on such documents unless in printed form, signed or sealed by Baxter & Woodman or its consultant. Electronic format of Baxter & Woodman's design documents may differ from the printed version and Baxter & Woodman bears no liability for errors, omissions or discrepancies. Reuse of Baxter & Woodman's design documents is prohibited, and Owner shall defend and indemnify Baxter & Woodman from all claims, damages, losses and expenses, including attorney's fees, consultant/expert fees, and costs arising out of or resulting from said reuse. Project documents will be kept for time periods set forth in Baxter & Woodman's document retention policy after Project closeout.

**Successors, Assigns, and Beneficiaries** – Nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Baxter & Woodman to any third party, including any lender, contractor, subcontractor, supplier, manufacturer, other individual, entity or public body, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of the Owner and Baxter & Woodman and not for the benefit (intended, unintended, direct or indirect) of any other entity or person.

**Dispute Resolution** – All disputes between the Parties shall first be negotiated between executives who have authority to settle the dispute for a period of thirty (30) days. If unresolved, disputes shall be then submitted to mediation as a condition precedent to litigation. The mediation session shall be held within forty-five (45) days of the retention of the mediator, and last for at least one (1) full mediation day, before any party has the option to withdraw from the process. If mediation is unsuccessful in resolving a Dispute, then the parties may seek to have the Dispute resolved by a court of competent jurisdiction.

**Miscellaneous Provisions** – (1) This Agreement is to be governed by the law of the state or jurisdiction in which the project is located; (2) all notices must be in writing and shall be deemed effectively served upon the other party when sent by certified mail, return receipt requested; (3) all express representations, waivers, indemnifications, and limitations of liability included in this Agreement will survive its completion and/or termination for any reason; (4) any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the Owner and Baxter & Woodman, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that expresses the intention of the stricken provision; (5) a party's non-enforcement of any provision shall not constitute a waiver of the provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement; (6) to the fullest extent permitted by law, all causes of action arising under this Agreement shall be deemed to have accrued, and all statutory periods of limitation shall commence, no later than the date of substantial completion, which is the point where the Project can be utilized for the purposes for which it was intended; (7) this Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, representations and warranties, both written and oral, with respect to such subject matter; (8) no amendment to or modification of this Agreement is effective unless it is in writing and signed by each party.

BAXTER & WOODMAN, INC.  
2026 HOURLY BILLING RATES FOR PROFESSIONAL SERVICES

EMPLOYEE CLASSIFICATION	HOURLY BILLING RATES
Executive Vice President	\$285
Vice President	\$275
Engineer VII	\$260
Engineer VI	\$245
Engineer V	\$225
Engineer IV	\$210
Engineer III	\$185
Engineer II	\$165
Engineer I	\$143
Engineering Intern	\$90
Construction Manager II	\$225
Construction Manager I	\$180
Engineering Tech V	\$200
Engineering Tech IV	\$170
Engineering Tech III	\$155
Engineering Tech II	\$135
Engineering Tech I	\$115
Environmental Scientist V	\$190
Environmental Scientist IV	\$180
Environmental Scientist III	\$165
Environmental Scientist II	\$145
Environmental Scientist I	\$125
Professional Surveyor	\$220
Survey Manager	\$190
Survey Crew Chief	\$155
Surveyor, Project	\$132
Survey Technician II	\$120
Survey Technician I	\$105
Spatial Technology Professional V	\$210
Spatial Technology Professional IV	\$200
Spatial Technology Professional III	\$175
Spatial Technology Professional II	\$150
Spatial Technology Professional I	\$130
Production Manager	\$195
CADD Tech III	\$165
CADD Tech II	\$140
CADD Tech I	\$115
Urban Planner V	\$220
Urban Planner IV	\$190
Urban Planner III	\$170
Urban Planner II	\$150
Urban Planner I	\$130
Administrative Support I to V	\$110
Marketing Professional I to IV	\$150
Communication Specialist I to IV	\$150
Accounting Professional I to IV	\$140
IT Professional I to III	\$185
Data Analyst I to III	\$160

- Hourly rates for inspection services do not include any overtime.
- Hourly Rates include direct labor and indirect overhead expenses, readiness to serve, and profit, and are for 8 hours/day and 40 hours/week during regularly scheduled work hours.
- The Engineer may adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the Owner.
- Consulting fees for legal services will vary and subject to change based on services required.





Prepared for:  
**Village of Oak Park**

Proposal for  
**PERMIT PLAN REVIEW & INSPECTION  
SERVICES**



Submitted by:

**BAXTER & WOODMAN**  
Consulting Engineers

October 24, 2025



Mr. Christopher Welch, PE, CFM  
Assistant Village Engineer  
Village of Oak Park  
123 Madison Street  
Oak Park, IL 60302

October 24, 2025

***Subject: Village of Oak Park - Proposal for Permit Plan Review and Inspection Services***

Dear Mr. Welch:

The Village of Oak Park's Public Works Department plays a critical role in maintaining the safety and functionality of the public right-of-way (ROW). With thousands of annual permit applications and inspection requests, the Village requires a responsive, qualified partner for plan review and inspection services that align with Village standards, ordinances, and interagency requirements.

Baxter & Woodman is well-prepared to provide this support. Our firm has extensive experience performing technical plan reviews, construction inspections, and municipal permitting services for communities throughout the Chicago region. We understand the importance of timely, accurate reviews and consistent communication with applicants and Village staff to maintain efficient workflows and public satisfaction. Our qualifications include:

**Comprehensive Plan Review Expertise:** Our staff regularly performs plan reviews for water, sewer, roadway, utility, and right-of-way projects. We are familiar with standards and specifications from agencies such as MWRD, IEPA, IDPH, and the Illinois Accessibility Code. Our team also coordinates with municipal GIS staff to accurately track and update permit and utility information.

**Field Inspection and Reporting Experience:** Baxter & Woodman routinely provides inspection services for public works and utility improvements within municipal rights-of-way. Our staff conducts detailed final inspections, verifies compliance with Village requirements, and prepares accurate documentation for the release of deposits or bonds.

**Effective Staff Integration and Responsiveness:** Our engineers are skilled at integrating into existing municipal workflows, whether working on-site or remotely, and can manage workloads to meet turnaround times using systems such as VillageView (CityView). We maintain open communication and respond promptly to inquiries from Village staff and permit applicants.

Project Manager **Steve Amann, PE, CFM** will lead this effort, bringing more than 40 years of municipal engineering, plan review, and field inspection experience. His practical approach and attention to detail will help deliver efficient, high-quality service for the Village's 2026 permit plan review and inspection needs. Please contact Steve at **815-444-4440** or [samann@baxterwoodman.com](mailto:samann@baxterwoodman.com) with any questions.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Sean O'Dell, PE  
Executive Vice President





# Contents

Transmittal Letter .....	2
Contents .....	3
Background .....	4
Project Personnel .....	6
Similar Projects & Samples .....	13
Understanding & Approach .....	15
Cost Proposal .....	17
Forms & Exceptions .....	18

The strength of Baxter & Woodman is our people and our purpose. Building community value with every project is the force that drives us, and our fundamental core values are the principles we live by.



**Integrity.** Act with honesty, integrity, and respect to all



**Involvement.** Promote a passion for environmental stewardship and community involvement



**Success.** Strive for success for both our clients and Baxter & Woodman



**Ingenuity.** Foster a work environment that promotes creativity and ingenuity



**Service.** Deliver superior client service



**Growth.** Encourage continued learning and growth in our profession

# Background

Founded in 1946, Baxter & Woodman, Inc. provides consulting engineering and technology services to municipalities, state agencies, county governments, and sanitary districts throughout Illinois, Wisconsin, Florida, and Texas. Dedicated to promoting a sustainable future, our staff of more than 440 talented engineers, surveyors, technicians, and support personnel incorporates innovative techniques along with tried and true processes.

Baxter & Woodman provides planning, design, construction and technology services for water, wastewater, stormwater and transportation facilities for municipalities, counties and state agencies and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.

## Regional Offices

Baxter & Woodman's 17 regional offices provides our clients with local presence and responsive service. Our team offers services that stretch well beyond typical engineering consulting. We are committed to building community value with each and every project we complete.

Baxter & Woodman has achieved the ranking of **#277** on the Engineering News Record list of Top Design Firms in the Country!



### CONTACT:

Sean O'Dell, PE  
Executive Vice President  
815-444-4438

[sodell@baxterwoodman.com](mailto:sodell@baxterwoodman.com)



#### ILLINOIS

Bannockburn  
Chicago  
Crystal Lake  
Marengo  
Mokena  
Naperville  
Peoria

#### WISCONSIN

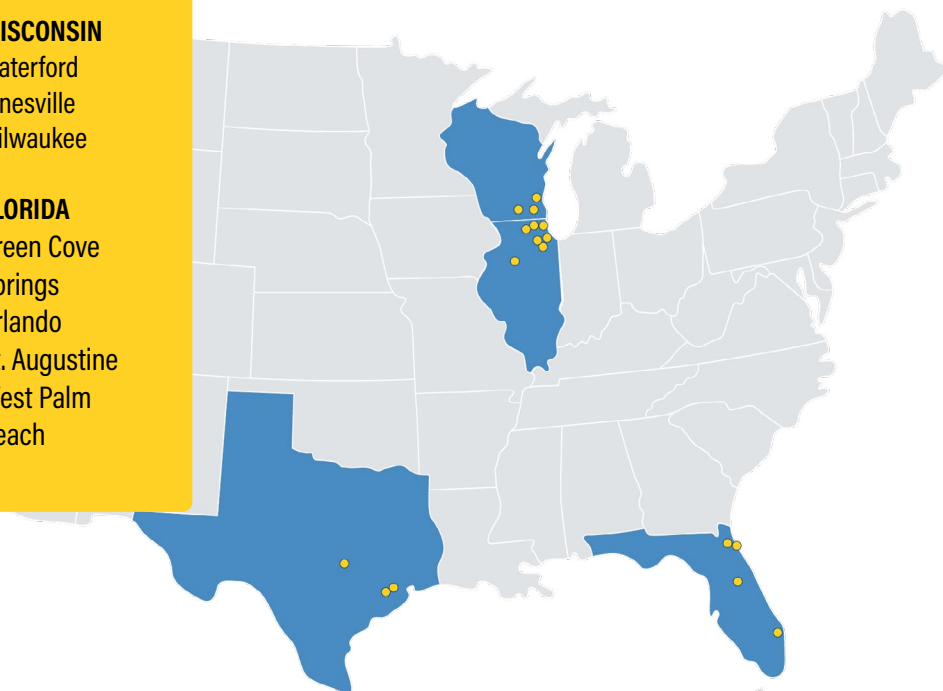
Waterford  
Janesville  
Milwaukee

#### FLORIDA

Green Cove  
Springs  
Orlando  
St. Augustine  
West Palm  
Beach

#### TEXAS

Cedar Park  
Houston  
Katy



## Services Overview

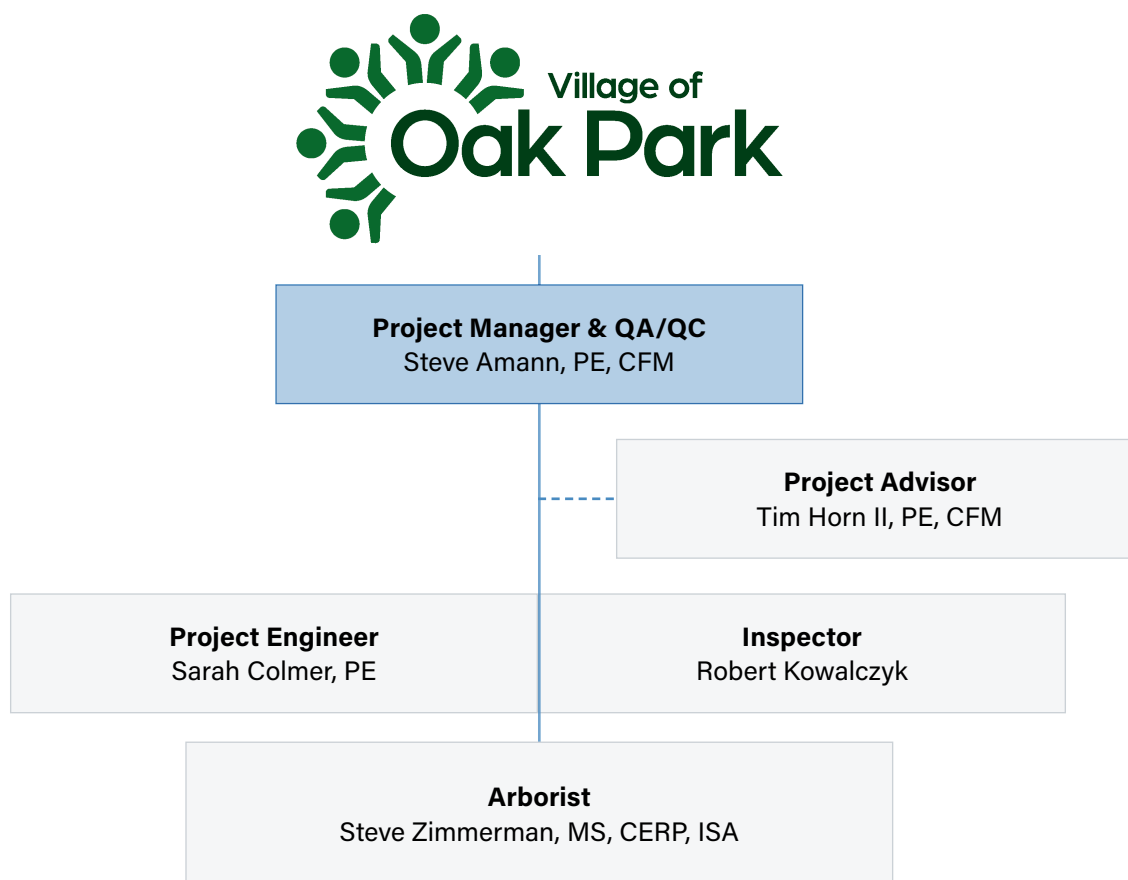
Baxter & Woodman's staff of 445 professionals have provided engineering services to more than 500 communities, counties, and sanitary districts during our 79 years of business.

The strength of the Baxter & Woodman team comes from the cohesive and cooperative work effort gained from having expertise in numerous disciplines. We offer a **full range of municipal services** from project inception to construction close-out. All necessary engineering services are provided in-house with the exception of geotechnical engineering.



# Project Personnel

The success of the Village's project depends on our ability to collaborate with your staff and efficiently address your project goals. The Village's assurance of a committed project team comes from our dedication to providing practical, innovative, value-based solutions and delivering successful projects. The structure of our organization is designed to provide Oak Park with open and continual communication between the Village and the project team.



## Statement of Commitment

Based on our current workload, our staff have the time and resources available to successfully serve the Village of Oak Park. With our experience, manpower, and proven project management approach, we are confident in providing efficient and cost-effective permit plan review and inspection services. We monitor project progress on a bi-weekly basis to confirm that schedules are being met and to adjust as needed. Open and consistent communication with Village staff is a core part of our process and essential to maintaining schedule and quality. The personnel named in this proposal will remain committed and available for the duration of the project at their stated level of involvement, except where circumstances beyond our control arise.



## Steve Amann, PE, CFM

Project Manager & QA/QC



Joined Firm in 1997  
Years of Experience: 40

### EDUCATION

B.S., Civil Engineering,  
University of Illinois at Urbana-  
Champaign, 1985

### REGISTRATIONS

Licensed Professional  
Engineer: Illinois  
  
Certified Floodplain Manager:  
Illinois

### ASSOCIATIONS

American Society of Civil  
Engineers  
  
Illinois Association for  
Floodplain and Stormwater  
Management  
  
Lower DuPage River  
Watershed Coalition



Steve leads our company in the review and permitting of development projects in urban, suburban, and rural environments, with a focus on stormwater management improvements. He has earned the designation of Certified Floodplain Manager and promotes effective and innovative designs of floodplain and stormwater management systems for municipalities and developers. He has reviewed single-family residential lots, 1.5-million-square-foot warehouse developments, wind and solar farms, and 450-unit residential subdivisions, and develops and updates development, stormwater management, and floodplain ordinances. Steve promotes the implementation of stormwater Best Management Practices in development ordinances and through the review of private site improvements on behalf of multiple governmental agencies. As part of the review process, Steve routinely coordinates with other government departments, outside agencies, contractors, and adjacent property owners.

## REPRESENTATIVE PROJECTS

### Glenview, IL

Coordinated review of multi-family, institutional, and commercial projects, from initial due diligence meetings with developers through Plan Commission and Village Board reviews, to detailed plans, calculations, specifications, and final permits. Coordinate work by multiple reviewers, with multiple Village Departments, and with outside agencies. Assist in management of right-of-way and easement permits for utilities.

### Plainfield, IL

Responsible for the review of all development work in the Village beginning in 2001, from concept plan review through Plan Commission presentations to final construction document approval. Includes coordination with the Planning, Public Works, and Police Departments, and other local agencies such as the Park District and the Fire Protection District. Involves coordination of field changes during construction and coordination with outside permitting agencies including IDOT, IEPA, and US Army Corps of Engineers. Assist with computerized map updating, investigate existing drainage problems, prepare menu of Best Management Practices to be incorporated into site design requirements, prepare rating memorandum for effectiveness of stormwater Best Management Practices to allow increased residential density, update drainage and detention ordinance to comply with new County requirements, and update Village subdivision codes and standards to reflect current construction practices.

## Steve Amann, PE, CFM

Project Manager & QA/QC, Page 2

### PAPERS/PRESENTATIONS

#### **Storm Water Management for Solar Farms, IAFSM Annual Conference, 2019**

Research, analysis, and suggested regulations to mitigate storm water impacts of solar farms

#### **Ten Years After TB 10-01, IAFSM Annual Conference, 2013**

Research, surveying, and presentation on building officials' implementation of FEMA's TB 10-01 requirements

#### **The Highlands Ravine Stabilization, IAFSM Annual Conference, 2012**

Field investigations, alternative analysis, design, and construction of hybrid slope stabilization measures

#### **Groundwater Flooding in Residential Subdivision, IAFSM Annual Conference, 2010**

Research, analysis, and alternative solutions to address elevated groundwater to reduce sump pump run times



#### **LaGrange, IL**

Complete reviews of all significant developments and redevelopments, including coordination with developers, Village Departments, designers, and outside agencies. Assist during construction phase and outside agency permit coordination. Assisted with utility permits for right-of-way and easement construction, including updates to Village standard permit conditions.

#### **Oak Forest, IL**

Responsible for review of all private development projects in City since 1998, ranging from single-family infill projects to multi-lot commercial redevelopments. Includes coordination of construction services, final grade checks, and floodplain permit reviews.

#### **Olympia Fields, IL**

Review of development plans for residential, institutional, and commercial sites, including coordination with adjacent municipality.

#### **River Forest, IL**

Review site plans, permit applications, and stormwater management submittals for significant redevelopment sites.

#### **Shorewood, IL**

Responsible for the review of all development work, from concept plan review through annexation agreement negotiations to final construction document approval. Includes coordination with Community Development, Public Works, and Police Departments, and other local agencies including the Troy Fire Protection District. Coordination of field changes during construction and coordination with outside permitting agencies including IDOT, IEPA, and US Army Corps of Engineers. Investigate existing drainage problems, update drainage and detention ordinance to comply with new County requirements, and update Village subdivision code to reflect current construction practices.

#### **Cook County Department of Building & Zoning, IL**

##### ***Building and Zoning Permit Review Services***

Project Manager for the engineering review of all developments in unincorporated Cook County, including coordination with multiple departments and agencies.

## Tim Horn II, PE, CFM

Project Advisor



Joined Firm in 2021  
Years of Experience: 13

### EDUCATION

M.E., Civil Engineering, Texas  
A&M University, 2011

B.S., Civil Engineering, Texas  
A&M University, 2010

### REGISTRATIONS

Licensed Professional  
Engineer: Illinois, Texas

Lake County Stormwater  
Management Commission  
Enforcement Officer



Tim leads our firm's municipal engineering services, providing Village Engineering support for several communities throughout the Chicago area. He works closely with planners, building officials, and Public Works and Development Services directors to confirm coordinated project delivery. His experience includes plan review and oversight of a broad range of developments, from single-family lots to large logistics campuses and multi-family housing, with involvement in stormwater, floodplain, and transportation improvements.

## REPRESENTATIVE PROJECTS

### Glenview, IL

#### *Village Engineer*

Review and coordinate utility plans with proposed development, neighborhood projects, and downtown improvements. Coordinate review of multi-family, institutional, and commercial projects, from initial due diligence meetings with developers through Plan Commission and Village Board reviews to detailed plans, calculations, specifications, and final permits.

### LaGrange, IL

#### *Utility Plan Reviewer*

Review private utility plans proposed in the public right-of-way for impacts to Village infrastructure and private residential improvements. Track progress of utility work completion and coordinate with Public Works and inspectors regarding proposed scope, impact to parkways and streetscape, and schedule initial and final inspection walkthroughs.

### Lisle, IL

#### *Village Engineering Consultant*

Review single-family right-of-way improvements and dry utility company improvements throughout town, ensuring compliance with DuPage County Stormwater Management Ordinance and General Certifications. Coordinate and inspect restoration of Village right-of-way for project closeout.

### Marengo, IL

#### *Village Engineering and Plan Review Consultant*

Review single-family and commercial projects for compliance with McHenry County stormwater requirements, master stormwater and subdivision plans, and coordinate with City and utility projects.

### Lakewood, IL

#### *Engineering Plan Reviews*

Assisted with providing general municipal engineering review for proposed commercial developments within the Village.

## Sarah Colmer, PE

Project Engineer



Joined Firm in 2025  
Years of Experience: 27

### EDUCATION

B.S., Bioresource Engineering  
Rutgers, The State University  
of New Jersey, 1994

### REGISTRATIONS

Licensed Professional  
Engineer: Illinois, Alabama

### ASSOCIATIONS

American Society of Civil  
Engineers

Illinois Association for  
Floodplain and Stormwater  
Management

*\*While working for others.*



Sarah works with the review and permitting of projects that include residential and commercial developments, with a focus on responsible stormwater and floodplain management. Besides evaluating reviews for compliance with local ordinances, Sarah coordinates with outside agencies and reviews proposed development against current best practices and designs.

## REPRESENTATIVE PROJECTS

### Cook County Building and Zoning, IL

Review permit applications for residential and commercial projects in the County unincorporated areas. Applications are reviewed to confirm compliance with local stormwater management, drainage, and floodplain ordinances.

### Will County Land Use Development, IL

Review permit applications for residential and commercial projects and subdivision plans in the County unincorporated areas. This includes evaluating permit applications, drainage reports, and flood studies to confirm that the new developments are technically sound. As the chief subdivision engineer, plans are reviewed to make sure they are designed responsibly and compliant with local ordinances.

### FEMA - Chicago, IL\*

#### *Environmental Protection Specialist*

Sarah was responsible for managing the compliance of Flood Mitigation Assistance grant projects with NEPA and other environmental laws and executive orders. Reviewed projects for technical completeness and compliance with floodplain management.

### Arkema Inc. - Axis, AL\*

#### *Senior Environmental Engineer*

Senior Environmental Engineer in a Chemical Manufacturing facility. Responsible for general plant environmental compliance and had a dual role as the Wastewater Treatment and Utilities Leader with the supervision of five chemical operators. Primary environmental duties included keeping apprised of Federal and State regulations, responsible for NPDES and RCRA waste reporting, and coordinating waste characterization, reporting, and disposal. Responsible for the management of the Steam Boiler plant, cooling water towers, water supply wells, and the onsite industrial wastewater treatment plant. Managed OSHA compliance of areas of responsibility, preparing and updating Standard Operating Procedures, selecting and reporting on Key Performance Indicators, and conducting Root Cause Analysis of plant upsets and occurrences.



## Robert Kowalczyk

Inspector



Joined Firm in 2024  
Years of Experience: 4

### EDUCATION

B.S., Civil Engineering,  
Michigan State University,  
2022



Robert is a Municipal Services Engineer with over four years of experience inspecting highway reconstruction projects and overseeing land development initiatives. His ability to work effectively with teams and his attention to detail have been key factors in his success.

In addition to his field and design expertise, Robert has reviewed and inspected numerous developments for various communities in Cook, Lake and McHenry counties, confirming compliance with County Stormwater Ordinances and various Village codes.

## REPRESENTATIVE PROJECTS

### Cook County, IL

#### *Building and Zoning Permit Review Services*

Reviewed and coordinated with departments and outside permit agencies for developments in unincorporated Cook County.

### Prairie Grove, IL

#### *Lennar Homes Plan Review*

Assisted with the review of plans and supporting documents for a mixed-use residential development by Lennar Homes in Prairie Grove; periodically monitoring on-site erosion control measures to confirm ongoing compliance with regulatory standards.

#### *Single-Family Home Reviews*

Assisting in the review of single-family home submittals across various areas within the Village of Prairie Grove for compliance with the McHenry County Stormwater Management Ordinance and Village Code. Also served as Project Engineer for engineering review services for the Tully Solar Farm project.

### Grayslake, IL

#### *Okabe 2024 Addition*

Inspection of public infrastructure and site development for the Okabe Construction Materials warehouse addition.

#### *FedEx Parking Lot Expansion*

Reviewed the parking lot expansion for compliance with Lake County Watershed Development, and inspected improvements to the village roadway and on-site erosion control measures.

#### *Grayslake Storage Facility*

Reviewed the proposed storage facility for compliance with Lake County Watershed Development Ordinance, monitored on-site erosion control measures to confirm ongoing compliance with regulatory standards.

## Steve Zimmerman MS, CERP, ISA

Arborist



Joined Firm in 2022

Years of Experience: 25

### EDUCATION

M.S., Biology, Western Illinois University, 2001

B.S., Biology, Culver-Stockton College, 1998

### REGISTRATIONS

Certified Ecological Restoration Practitioner (CERP), Society for Ecological Restoration

Wetland Specialist, Lake and McHenry County, Illinois

ISA-Certified Arborist, International Society of Arboriculture

*\*While working for others.*



Steve is a Senior Restoration Ecologist and Project Manager, and also heads up Baxter & Woodman Natural Resources' Ecological Services Division. Since 2001, he has worked professionally in ecological restoration and stewardship. His specialties include stream ecology and restoration, prairie/woodland/wetland restoration, pond and lake shoreline restoration, watershed management and green infrastructure planning, vegetation monitoring, and construction oversight. In addition, many aspects of these projects include obtaining environmental permits, preparation of construction documents, erosion control design, and specifications. Steve has also given dozens of ecological restoration-related presentations to clients and the general public.

## REPRESENTATIVE PROJECTS

### Algonquin, IL\*

#### *Ecological Consultant*

Project Manager for 60+ ecological restoration projects involving plan review, implementation, construction oversight, and stewardship.

### Riverwoods, IL\*

#### *Ecological Consultant*

Assist the Village and residents with woodland stewardship, conduct tree surveys and wetland delineations, approve tree/woodland removal requests, update ordinances, and implement Ecological Cost Share Programs.

### Career Highlights (while working for Baxter & Woodman and others):

- 18 EPA Approved Watershed Management Plans: Authored or assisted with preparing and performing field work for 18 EPA-approved watershed management plans in Illinois, Wisconsin, and Iowa.
- 130+ Wetland Delineations: Lead or Supporting Ecologist on 130+ wetland delineation projects in northeast Illinois and southeast Wisconsin.
- 50+ Naturalized Detention Basin Designs/Installations: Lead Ecologist and designer for 50+ naturalized or retrofitted detention basins in northeast Illinois and southeast Wisconsin.
- 30+ Stream Restoration Projects: Project Manager and Lead Designer for over 30 stream restoration projects totaling over 5 in Illinois, Iowa, and Wisconsin.
- 20+ Lake/Pond Shoreline Restoration Projects: Project Manager and designer for over 7,000 linear feet of bioengineered shoreline stabilization in Illinois.
- 70+ Ecological Restoration/Management Plans: Lead Ecologist and Project Manager.

## ■ Similar Projects

### Village of Glenview, IL - Village Engineering Services



Service Dates: 2005-Present | Population: 47,635

Since 2005, Baxter & Woodman has supported Glenview's Community Development and Public Works Departments with a wide range of on-site and off-site staffing, including the Village's Public Works Director. On-site staffing includes dedicated permit reviewers specializing in single-family residential, utility and other right-of-way/easement permits, and large-scale commercial and industrial redevelopments. The Village encourages a strong local presence, including responding to drainage complaints and inquiries whether these are related to development or not. Our reviews are closely coordinated with Village Staff, including Public Works and Forestry, and we have helped develop standard procedures and technical specifications for private and public developments. Our inspectors oversee all civil construction from private utility work to major capital projects and pre-construction meetings for larger permit projects, e.g., utility installations over 1,000 feet long, are required before the final permit is issued.

Our Capital Projects design team coordinates Village projects with our Community Development team to confirm that private and public improvements are completed with a minimum of disruption to Village residents and property owners.

### Village of Lisle, IL - Village Engineering Services

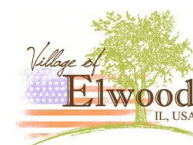


Service Dates: 2019-Present | Population: 23,222

The Village of Lisle selected Baxter & Woodman to provide a variety of services under a consolidated services contract:

- Provide right-of-way permit reviews and inspections through the Village's OpenGov system
- Perform stormwater and civil reviews of construction plans
- Serve as the appointed Village Stormwater Administrator
- Document review notes, deficiencies, permit status, and contacts with customers
- Assist with maintaining compliance with outside agencies
- Assist with budget management, procurement, small project management, and operations
- Coordinate with public agencies
- Work with private utilities involving engineering matters affecting the Village
- Administer the Village's Community Rating System Program and National Flood Insurance Program, and provide recommendations to improve this system
- Administer compliance with the Village's requirements pursuant to the National Pollutant Discharge Elimination System (NPDES)

### Village of Elwood, IL - Village Engineering Services



Service Dates: 2000-Present | Population: 2,199

Baxter & Woodman has provided engineering services to Elwood since 2000. Services we routinely provide the Village include:

- |  |  |
|--|--|
| ▪ General Engineering Services               | ▪ Development Construction Inspection  |
| ▪ NPDES Phase II Assistance                  | ▪ Regulatory Coordination              |
| ▪ Right-of-Way Permit Reviews and Inspection | ▪ Surveying/Easement Plats & Staking   |
| ▪ Stormwater Management                      | ▪ Funding/Grant Application Assistance |
| ▪ Development Plan Review                    |  |

## ■ Sample Work - Glenview Review Letter



### Village of Glenview

Community Development Department  
2500 East Lake Avenue  
Glenview, Illinois 60026  
Phone: 847-904-4320

September 3, 2025

HBK Engineering  
616 Enterprise Dr Oak Brook IL  
Oak Brook, IL 60523

RE: Permit U2025-2795 (U-OTHR)  
1701 E Lake Ave

Dear HBK Engineering:

The following comments were generated from the review of the submitted plans and documents for the reference project. For the next submittal, please provide a disposition of comments, revised plans, and/or other information as requested for further review. The disposition of comments needs to include both the original comment and appropriate response. Re-submitted plans that do not include the disposition of the comment's document will not be reviewed and will be returned to you. If resubmitting electronically, the entire package should be uploaded through the Village's website portal.

#### Engineering

1. Provide certificate of insurance with the Village of Glenview named as additional insured for work in the Village ROW. ComEd excluded.
2. Approval Notes: • No change in grade, no stock piles or materials on site, remove all excavated materials. • Notify the Village of Glenview at least 2 business days prior to start and end of work for inspections. Please contact Patrick O'donoghue at [odonoghue@glenview.il.us](mailto:odonoghue@glenview.il.us) or 847-904-4454. • Adjacent property owners must be notified a minimum of 48 hours in advance of work. • All disturbed areas shall be restored to original or better conditions within 10 days of work. ROW needs to be restored with sod. • 18" vertical or 5' horizontal separation shall be maintained from Village utilities. See attached for location of Village utilities. • J.U.L.I.E. (800-892-0123) shall be contacted prior to installation. • Backfill under pavement/sidewalk/curb should be CA-7 crushed stone (not sand).
3. An IDOT permit is required for work in the Waukegan Rd. right of way and a Cook County permit is needed for work in E. Lake Ave. right of way. These must be provided to the Village of Glenview prior to approval.
4. A preconstruction meeting needs to be scheduled with Patrick O'Donoghue (847)904-4454 a minimum of 2 weeks prior to the start of work. The permit will be released after the meeting.

If you have any comments or questions, please contact me at [mholoska@glenview.il.us](mailto:mholoska@glenview.il.us) or (847) 904-4157.

Sincerely,

Madeleine Holoska  
Engineering Reviewer

2500 E Lake Ave, Glenview, IL 60026 | <https://www.glenview.il.us/>



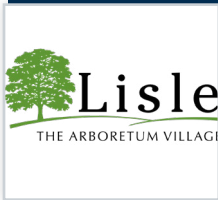
## References

We encourage you to contact the following references to get a better understanding of our level of service.



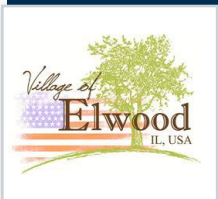
### Village of Glenview, IL

**ADRIANA WEBB**  
**Deputy Director of Public Works**  
2500 East Lake Avenue, Glenview IL 60026  
P: (847) 904-4414  
E: [awebb@glenview.il.us](mailto:awebb@glenview.il.us)



### Village of Lisle, IL

**MIKE SMETANA**  
**Development Services Director**  
925 Burlington Ave, Lisle IL 60532  
P: (630) 271-4153  
E: [msmetana@villageoflisle.org](mailto:msmetana@villageoflisle.org)



### Village of Elwood, IL

**JULIE FRIEBELE**  
**Village Administrator**  
401 East Mississippi Avenue, Elwood IL 68937  
P: (815) 423-5011  
E: [julie.friebele@villageofelwood.com](mailto:julie.friebele@villageofelwood.com)



# Understanding & Approach

Our permit review and inspection team combines extensive experience with practical cost-effectiveness. We will help manage Oak Park's right-of-way permit system with the appropriate level and experience of staffing, confirming that permits are reviewed promptly, thoroughly, and with the best use of the Village's available budget.

**Robert Kowalczyk** has experience reviewing numerous permits for several municipalities and counties, as well as inspecting improvements based on the approved plans. He will be the primary inspector and assist with permit reviews, coordinating directly with Village Staff.

Sarah Colmer, PE will oversee permit reviews and conduct reviews herself. **Tim Horn, PE, CFM** and **Steve Zimmerman, MS, CERP, ISA** will assist with utility technical issues and tree impact questions, respectively. Overall project management and quality control will be the responsibility of **Steve Amann, PE, CFM**.



*Project Advisor*  
**Tim Horn II, PE, CFM**



*Project Manager & QA/QC*  
**Steve Amann, PE, CFM**



*Project Engineer*  
**Sarah Colmer, PE**



*Inspector*  
**Robert Kowalczyk**



*Arborist*  
**Steve Zimmerman, MS, CERP, ISA**



**WE  
REVIEW IT  
LIKE WE  
WILL OWN  
IT.**

Permit review and inspection is a core service we provide to many local governments, both counties and municipalities. Our focus is on thoroughness since our clients will live with developers' or utilities' work for long after they have left the scene. At the same time, we recognize that developers and utilities fuel the growth and revitalization of our infrastructure and provide prompt reviews to keep this economic engine running.

Our review and inspection engineers have worked with multiple permitting software packages, including OxCart, LAMA, OpenGov and SmartGov. Most of our permit review work has been done without paper for many years. Utilizing Oak Park's VillageView software will be a simple transition for our well-trained staff.

Our permit review staff are familiar with the requirements of multiple agencies such as the MWRD and IEPA so we will be able to advise when permits are required from these agencies. Accessibility requirements (Federal, State and local) are aspects of many of the sites we review, and are applied to both public and private infrastructure design and construction.



Our reviews will be coordinated with Planning, Public Works, Community Development, and Building Departments, as well as other local agencies such as Fire Protection Districts, to meet the needs of stakeholders.



Our reviews are coordinated with Planning, Public Works, Community Development, and Building Departments, as well as other local agencies such as Fire Protection Districts. We work to confirm that the needs of these stakeholders are met.

We have reviewed over 500 utility permits (in the public rights-of-way and easements) for the Village of Glenview over the last four years, over 90 such permits for the Village of La Grange since 2021, and in Lisle, we average about 50 of these permits per year. These towns, similar to Oak Park, have fully-developed infrastructure and private properties. We understand the design, review and construction complexities encountered when replacing or upgrading parallel infrastructure. These three towns are also Tree City USA Communities, with tree protection measures incorporated into permit requirements.



### **VILLAGE OF GLENVIEW**

**500+ utility  
permit reviews**



### **VILLAGE OF LA GRANGE**

**90+ permits  
since 2021**



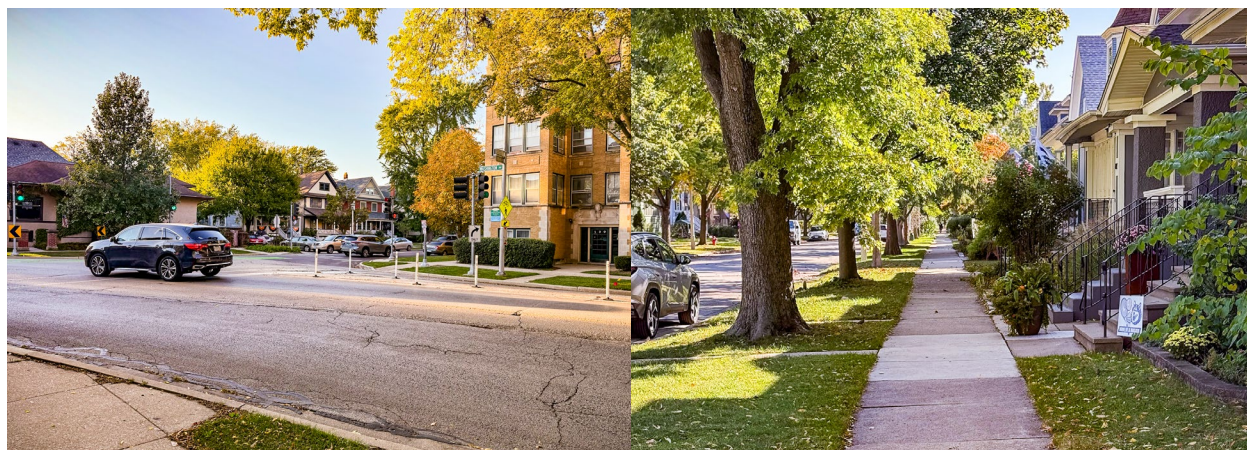
### **VILLAGE OF LISLE**

**50+ permits  
per year**

Our work in La Grange, for example, included several pre-design site visits with Public Works and AT&T personnel to evaluate proposed fiber optic cabinet locations. Village and private utilities, intersection sight distances and residential view impacts were considered and appropriate cabinets (ground-mounted, pole-mounted or underground) were used. We also helped update the Village's Right-of-Way Permit Standard Conditions to include typical Village requirements, streamlining the review and permitting process.

Similar improvements were made in Glenview's permitting process to confirm compliance with Village permit conditions. For linear projects over 1,000 feet long, the permit is not released until the pre-construction conference has been held to confirm the permittee's and contractors' understanding of Village requirements.

Baxter & Woodman has provided Village Engineering service for communities throughout the Chicagoland Area. As a function of our Engineering Services, we have assisted communities with managing their Oxcart permits. Our staff is committed to assisting communities with this need.



Working closely with Village staff and local utilities, our team will support improvements to Oak Park's permitting and coordination processes for future infrastructure projects.

## ■ Cost Proposal

Task	Robert Kowalczyk		Sarah Colmer, PE		Tim Horn, PE, CFM		Steve Zimmerman, ISA		Steve Amann, PE, CFM		Yearly Task Subtotals*	
	Hours/Week	Rate	Hours/Week	Rate	Hours/Week	Rate	Hours/Week	Rate	Hours/Week	Rate	Hours	Costs
Plan Review	8	\$143	2.5	\$210	1	\$225	1	\$190		\$245	625	\$104,200
Oxcart Permits	2	\$143		\$210		\$225		\$190		\$245	100	\$14,300
Inspection & Permit Closeout	8	\$143		\$210		\$225		\$190		\$245	400	\$57,200
Permit Coordination	4	\$143	1	\$210		\$225		\$190		\$245	250	\$39,100
Project Management -QA/QC		\$143		\$210	1	\$225		\$190	1	\$245	100	\$23,500
<b>Totals</b>											1,475	\$238,300

\*Using 50 weeks per year

All rates are effective January 1, 2026 to December 31, 2026.

Hours subject to change per Village permit workload



# Forms & Exceptions



## Respondent Certifications

(3 pages)

Proposal Signature: \_\_\_\_\_

State of Illinois

County of McHenry

Louis D. Haussmann, PE, PTOE

(Name of Signee)

being first duly sworn on oath deposes and says that the Respondent on the above proposal is organized as indicated below and that all statements herein made on behalf of such Respondent and that this deponent is authorized to make them, and also deposes and says that he has examined and carefully prepared their bid proposal from the Contract Exhibits and Specifications and has checked the same in detail before submitting this proposal or bid; that the statements contained herein are true and correct.

Signature of Respondent authorizes the Village of Oak Park to verify references of business and credit at its option.

Signature of Respondent shall also be acknowledged before a Notary Public or other person authorized by law to execute such acknowledgments.

Dated October 20, 2025

Baxter & Woodman, Inc.

(Organization Name)

By \_\_\_\_\_

(Authorized Signature)

8430 W. Bryn Mawr Ave., Suite 400, Chicago, IL 60631

(Address)

773-444-0292

(Telephone)

(Seal – if Corporation)



NOTARY PUBLIC

State of Illinois, County of McHenry

Subscribed and sworn to before me this

20th

day of October

A.D. 2025

My commission expires November 2, 2027

Samantha N. Jones  
(Signature & Seal)



13

Complete the applicable paragraph below.

1. Corporation

The Vendor is a corporation, which operates under the legal name of

Baxter & Woodman, Inc. \_\_\_\_\_ and is organized and existing under the laws of the State of  
Illinois \_\_\_\_\_.

The full names of its Officers are:

Louis D. Haussmann  
\_\_\_\_\_  
(President)

Derek J. Wold  
\_\_\_\_\_  
(Secretary)

Michael A. Kurzy  
\_\_\_\_\_  
(Treasurer)

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

2. Partnership

Name, signature, and addresses of all partners:

N/A  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The partnership does business under the legal name of

N/A \_\_\_\_\_, which name is registered with the office of  
\_\_\_\_\_ in the county of \_\_\_\_\_.

3. Sole Proprietor

The Vendor is a sole proprietor whose full name is

N/A \_\_\_\_\_. If the Vendor is operating under a trade name, said trade name is  
\_\_\_\_\_, which name is registered with the office of  
\_\_\_\_\_ in the county of \_\_\_\_\_.

Signed: \_\_\_\_\_  
(Sole Proprietor)

Baxter & Woodman, Inc. \_\_\_\_\_, as part of its bid on a contract for  
(Name of Respondent)

the Permit Plan Review and Inspection Services for the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".


By   
(Authorized Agent of Respondent)

NOTARY PUBLIC  
State of Illinois, County of McHenry

Subscribed and sworn to before me this

20th day of October A.D. 2025

My commission expires November 2, 2027

  
(Signature & Seal)





**Tax Compliance Affidavit**  
(1 page)

Louis D. Haussmann, PE, PTOE, being first duly sworn, deposes and says:  
(Name)

that he/she is President/CEO of Baxter & Woodman, Inc.  
(Partner, Officer, Owner, etc.) (Bidder)

The individual or entity making the foregoing proposal or proposal certifies that he/she is not barred from entering into an agreement with the Village of Oak Park because of any delinquency in the payment of any tax administered by the Department of Revenue unless the individual or entity is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. The individual or entity making the proposal or proposal understands that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the municipality to recover all amounts paid to the individual or entity under the agreement in civil action.

  
By:  
Its:

President/CEO  
(name of bidder if the bidder is an individual)  
(name of partner if the bidder is a partnership)  
(name of officer if the bidder is a corporation)

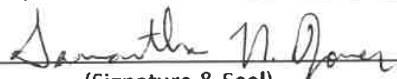
The above statement must be subscribed and sworn to before a notary public.

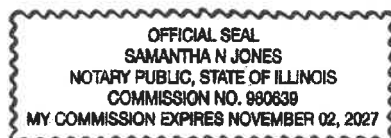
NOTARY PUBLIC  
State of Illinois, County of McHenry

Subscribed and sworn to before me this

20th day of October A.D. 2025

My commission expires November 2, 2027

  
(Signature & Seal)





**Organization of Proposing Firm**  
(2 pages)

**Complete the applicable paragraph below.**

**1. Corporation**

The Vendor is a corporation, which operates under the legal name of

Baxter & Woodman, Inc. and is organized and existing in good standing under the laws  
of the State of Illinois.

The full names of its Officers are:

Louis D. Haussmann  
(President)

Derek J. Wold  
(Secretary)

Michael A. Kurzy  
(Treasurer)

Baxter & Woodman, Inc. | 8430 W. Bryn Mawr Ave., Suite 400, Chicago, IL 60631  
(Registered Agent Name and Address)

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

**2. Partnership**

The Vendor is a Partnership which operates under the name N/A.

Name, signature, and addresses of all partners:

N/A  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets if necessary.) If so, check here \_\_\_\_\_.

If the partnership does business under an assumed name, the assumed name must be registered with the Cook County Clerk and the partnership is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.



3. Sole Proprietor

The Vendor is a sole proprietor whose full name is

N/A. If the Vendor is operating under an assumed name, said assumed

name is

N/A, which name is registered with the office of

in the county of.

The Vendor is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

Signed: \_\_\_\_\_  
(Sole Proprietor)

4. Affiliates

The name and address of any affiliated entity of the business, including a description of the affiliation:

See below.

\_\_\_\_\_

(Signature of Owner)

Concentric Integration, LLC  
8430 W. Bryn Mawr Avenue, Suite 400,  
Chicago, IL 60631  
Type of Business: Automation & Controls

Tocoi Engineering a Baxter & Woodman Company  
Green Cove Springs  
714 N. Orange Avenue  
Green Cove Springs, FL 32043

Baxter & Woodman Costa Rica, SRL  
1548 Bond Street, Suite 103  
Naperville, IL 60563  
Type of Business: Consulting Engineer

St. Augustine  
405 Golfway West Drive  
St. Augustine, FL 32095  
Type of Business: Consulting Engineer

Baxter & Woodman Boller, LLC  
3045 Washington Street  
Waukegan, IL 60085  
Type of Business: Design/Build

Baxter & Woodman Natural Resources, LLC  
17009 Harmony Road  
Marengo, IL 60152  
Type of Business: Ecological/Natural Resources Consulting and Natural Area Maintenance

Baxter & Woodman Real Estate Holdings, LLC  
8678 Ridgefield Road,  
Crystal Lake, IL 60012  
Type of Business: Real Estate



**Compliance Affidavit**  
(2 pages)

I, Louis D. Haussmann, PE, PTOE, being first duly sworn on oath depose and state as follows:  
(Print Name)

1. I am the (title) President/CEO of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its affiliates\* are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to bid rigging and bid rotating, or Section 2-6-12 of the Oak Park Village Code related to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Firm nor its affiliates is barred from agreement with the Village of Oak Park because of any delinquency in the payment of any debt or tax owed to the Village except for those taxes which the Firm is contesting, in accordance with the procedures established by the appropriate revenue act, liability for the tax or the amount of the tax. I understand that making a false statement regarding delinquency in taxes is a Class A Misdemeanor and, in addition, voids the agreement and allows the Village of Oak Park to recover all amounts paid to the Firm under the agreement in a civil action.
8. I am familiar with Section 13-3-2 through 13-3-4 of the Oak Park Village Code relating to Fair Employment Practices and understand the contents thereof; and state that the Proposing Firm is an "Equal Opportunity Employer" as defined by Section 2000(E) of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11246 and #11375 which are incorporated herein by reference. Also complete the attached EEO Report or Submit an EEO-1.
9. I certify that the Consultant is in compliance with the Drug Free Workplace Act, 41 U.S.C.A, 702.

\*Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature:  Printed Name: Louis D. Haussmann, PE, PTOE

Name of Business: Baxter & Woodman, Inc. Your Title: President/CEO

Business Address: 8430 W. Bryn Mawr Ave., Suite 400, Chicago, IL 60631

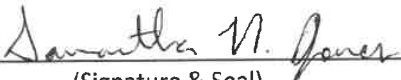
Telephone: 773-444-0292 Fax: 815-455-0450 Web Address: baxterwoodman.com

NOTARY PUBLIC  
State of Illinois, County of McHenry

Subscribed and sworn to before me this

20th day of October A.D. 2025

My commission expires November 2, 2027

  
(Signature & Seal)





**M/W/DBE Status & E.E.O. Report**  
(2 pages)

Please fill out the form completely. Failure to respond truthfully to any questions on this form, failure to complete the form, or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of the proposal. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

Vendor Name: Baxter & Woodman, Inc.

Check here if the firm is:

☐ MBE

☐ WBE

☐ DBE

☒ Non-M/WBE

If your firm is a M/W/DBE, please submit copies of all certification letters.

What is the size of the firm's current stable work force?

426 Number of full-time employees

19 Number of part-time employees

Similar information will be requested of all subconsultants working on this agreement. Forms will be furnished to the vendor with the notice of agreement award, and these forms must be completed and submitted to the Village before the execution of the agreement by the Village.

Signature: 

Date: October 20, 2025

Vendor Name: Baxter & Woodman, Inc. Total Number of Employees: 445

Job Categories	Total Employees	Total Males	Total Females	Males				Females				Total Minorities
				Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	Black	Hispanic	American Indian & Alaskan Native	Asian & Pacific Islander	
Officials & Managers	115	86	29		5		4		3			
Professionals	232	153	79	3	14	3	10	3	8	2	8	
Technicians	80	61	19	4	3	1	2	1	1		1	
Sales Workers												
Office & Clerical	10	2	8						1			
Semi-Skilled												
Laborers	8	2	6									
Service Workers												
<b>Total</b>	<b>445</b>	<b>304</b>	<b>141</b>	<b>7</b>	<b>22</b>	<b>4</b>	<b>16</b>	<b>4</b>	<b>13</b>	<b>2</b>	<b>9</b>	
Management Trainees												
Apprentices												

This completed and notarized report must accompany your proposal. It should be attached to your Compliance Affidavit. Failure to include it with your proposal will disqualify you from consideration. **An EEO-1 Report may be submitted in lieu of this report.**

NOTARY PUBLIC

State of Illinois, County of McHenry

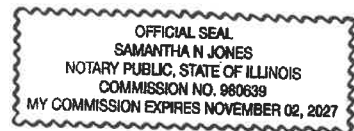
Louis D. Haussmann, PE, PTOE, being first duly sworn, deposes and says that he/she is the President/CEO  
(Name of person making the affidavit) (Title or Office)

of Baxter & Woodman, Inc. and that the above E.E.O. Report information is true and accurate and is submitted with the intent that  
(Name of Company)

it be relied upon. Subscribed and sworn to before me this 20<sup>th</sup> day of October A.D. 2025

My commission expires November 2, 2027

Samantha N. Jones  
(Signature & Seal)





## Objections/Exceptions to RFP:

Baxter & Woodman has read the standard contract provided by the Village and if selected, reserves the right to negotiate mutually agreeable terms upon award of the project. Our changes are noted in red text below:

### I. Compliance with Applicable Laws

The Consultant will strictly comply with all ordinances and codes of the Village of Oak Park and applicable federal and state law. Add standard of care.

### O. Insurance Requirements

The selected Consultant must purchase and maintain for the length of the agreement, the lines of insurance described in this section. All insurance coverage shall be on an occurrence basis. The Consultant shall provide evidence of such insurance to the Village together with its proposal, and will provide evidence that the Village has been added as a named insured, where applicable, before commencement of the services and on an annual basis thereafter. Certificates of Insurance shall contain a clause stating that the coverage afforded by the policies listed will not be canceled or materially altered, except after forty-five (45) days advance written notice to the Village. The Consultant shall secure the following endorsements to each of the required policies: "It is understood and agreed that the insurance company will give not less than forty-five (45) days advance written notice of any cancellation or material change under any of these policies to the Village of Oak Park. In the event that such notice is not given to the Village of Oak Park at least forty-five (45) days prior to cancellation or material change, the policy will continue in full force and effect for the benefit of the Village as if such change or cancellation had not occurred." The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law.

#### Commercial General Liability

Coverage to include, Broad Form Property Damage, contractual and Personal Injury. Limits:

General Aggregate	\$ 2,000,000.00
Each Occurrence	\$ 2,000,000.00
Personal Injury	\$ 2,000,000.00

Limits may be met in combination of Primary and Excess/Umbrella Policies

#### Professional Liability

Coverage for all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant, and the Consultant's obligations under the indemnification provisions of this Agreement to the extent same are covered.

Limits:

Per Claim/Aggregate	\$2,000,000.00
---------------------	----------------

#### Workers' Compensation

Workers' compensation insurance shall be in accordance with the provisions of the laws of the State of Illinois, including occupational disease provisions, for all employees who perform work pursuant to the agreement, and in case work is subcontracted, the Consultant shall require each subconsultant similarly to provide Workers' Compensation Insurance. In case employees engaged in hazardous work under this Agreement are not protected under said worker's compensation insurance, the Proposer shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

#### Comprehensive Automobile Liability

Coverage to include all owned, hired, non-owned vehicles, and/or trailers and other equipment required to be licensed, covering personal injury, bodily injury and property damage.

Limits:

Combined Single Limit \$1,000,000.00

### **Umbrella**

Limits:

Each Occurrence/Aggregate \$5,000,000.00

The Village, its officers, officials, employees and agents shall be named as additional insureds on all insurance policies set forth herein except Workers' Compensation and Professional Liability. The Consultant shall be responsible for the payment of any deductibles for said insurance policies. The coverage shall contain no special limitations on the scope of protection afforded to the Village, its officers, officials, employees and agents.

The Consultant understands and agrees that any insurance protection required by the agreement or otherwise provided by the Consultant shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village, its officers, officials, employees and agents as herein provided.

### **P. Hold Harmless and Indemnity**

Notwithstanding any limitations or restrictions applicable to any insurance or bonds required hereunder, the Consultant shall ~~defend~~, indemnify and hold the Village of Oak Park and its officers, officials, employees, and agents harmless from and against any and all liability, loss, damage, claim, payment or expense, including attorney fees ~~recoverable under applicable law caused by Consultant's negligent, which the Village or its officers, officials, employees, and agents may incur resulting from or arising out of any~~ error or omission in the performance of the agreement ~~by the Consultant~~, including, without limitation, errors or omissions in the handling, accounting for, or transferring of funds, or to work, services or systems or products provided in the performance of the agreement by the Consultant or its employees, agents, servants, associates, Consultants, subconsultants, or assignees.

### **B. Plan Review and Inspection**

- The consultant shall perform technical reviews for three divisions of public works: Engineering, Water-Sewer, and Forestry. These reviews consist of site-development plans for work in the ROW, water-sewer service plans, private utility plans such as ComEd and Nicor projects, ROW obstruction permits, and small cell applications. The technical reviews will comprise of grading review, accessibility review, applicability to Village codes and specifications as well as applicability to specifications from outside agencies such as MWRD, IEPA, IDPH, Illinois Access Board. The consultant shall be responsible for coordinating the locations of approved small cell permits and water-sewer service permits with Village GIS staff and GIS consultants.
- The Village is in the process of starting to use Oxcart Permit Systems for over-sized /over-weight vehicle permits. The consultant shall review the last legs of routes within the Village, and issue approvals, based on Village ordinances the prohibit these vehicles on certain streets, Planned Development requirements, etc.
- The consultant shall perform inspections for two divisions of public works: Engineering and Water-Sewer. Inspections will comprise inspections of the completed work in order to release any construction

deposits or bonds; generally, inspections for PWD are only in the right-of-way. At the conclusion of a successful final inspection, the consultant will prepare final paperwork and submit paperwork to Village staff so that any deposits are refunded to the applicant. The Consultant will neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for the safety precautions and programs in connection with the construction of projects.

- The consultant shall also serve as a clearinghouse for all permits assigned to PWD, coordinating and assigning any permits as applicable to public works staff that cannot be performed within the consultant's provided contract hours or expertise. This coordination will require weekly coordination with PWD staff to balance workload while ensuring that permits and inspections are being completed within established turnaround times.
- All reviews and inspections are accessed via VillageView (CityView). Generally, plan reviews can either be completed in the office or remotely and inspections are performed in the field via the VillageView mobile app.
- The consultant shall be provided with Village of Oak Park email addresses and phone numbers and respond to emails or phone messages from permit applicants generally with 1 working day.
- The consultant shall provide replacement staff in the case that the primary staff-person assigned to the Village is out of office for any consecutive time greater than a week. For any absence less than a week, the consultant will coordinate with and assign the work to PWD staff as it applies.
- The number of annual plan reviews and inspections for PWD is an estimate and varies per month and per year.