Proposal Summary for

Project #26-118: VOP Water Distribution System Assessment Program

Date Issued: July 8, 2026

Date Received: July 22, 2026

Company Name	MBE	WBE	NON	Unit Price for hydrant assessment (per hydrant)	Unit Price for valve assessment (per valve)
ME Simpson Co., Inc.				$75.00	$89.00

SECTION I
REQUEST FOR PROPOSALS
INSTRUCTIONS AND SPECIFICATIONS FOR:

Water Distribution System Assessment Program
Project #26-118
Issuance Date: July 8, 2026

The Village of Oak Park will be accepting Proposals from qualified Consultants for a Water Distribution System Assessment Program in 2026, as is further described within this document.

Proposals will be accepted at the Public Works Center, 201 South Blvd., Oak Park, IL 60302, Monday through Friday, 8:30 a.m. to 4:00 p.m., **until 2:00 p.m. local time on Wednesday, July 22, 2026.**

Specifications and Proposal forms may be obtained at the Public Works Center or on the Village's website http://www.oak-park.us/bid.

The Oak Park Public Works Center is open to the public. To hand deliver proposals, proposers may leave the proposals in the Public Works mailbox or drop off upstairs at Public Works Center during business hours Monday-Friday 8:30-4:00. There will not be a formal 'bid opening' for the contract. Electronic signatures will be accepted on all documents. Proposals or questions may also be emailed to the Village of Oak Park Water and Sewer Division (publicworks@oak-park.us).

Do not detach any portion of this document. Upon formal award to the successful Consultant, a written agreement will be executed for the Project in substantially the form attached.

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

Submission of Proposals

The Proposal shall be submitted on the Proposal form included herewith. The Proposal shall be submitted in a sealed envelope marked:

"Water Distribution System Assessment Program"
"Project 26-118"

Shall bear the return address of the Proposer, and shall be addressed as follows:

TO: Water and Sewer Division
Oak Park Public Works Department
201 South Blvd.
Oak Park, IL 60302

SECTION II
PROPOSAL INSTRUCTIONS, TERMS AND CONDITIONS

Preparation and Submission of Proposal

All Proposals must be delivered to the Public Works Center by the specific time indicated on the cover page. Proposals arriving after the specified time will not be accepted. Mailed Proposals that are received by the Village after the specified hour will not be accepted regardless of the post-marked time on the envelope. Proposals must be signed by an officer of the company who is authorized to enter into agreements on behalf of the company. Proposals shall be sealed in an envelope and marked as stated on the cover page.

Award of Agreement

The selected Proposer shall enter into an Agreement with the Village to complete the Project in a form substantially similar to the Agreement attached hereto. The Agreement shall be executed by the Consultant and returned within ten (10) calendar days after the Agreement has been mailed to the Consultant. The Consultant shall execute three copies of the Agreement. One fully executed copy will be returned to the Consultant. See Section XI for a sample copy of the agreement.

The Agreement will be awarded in whole or in parts, to the responsible Proposer or Proposers whose Proposal, conforming to the Request for Proposals, will be most advantageous to the Village; price and other factors considered.

Costs of Preparation

The Village will not be responsible for any expenses incurred in preparing and submitting a Proposal or entering into the applicable Agreement.

Taxes not Applicable

The Village of Oak Park as an Illinois municipality pays neither Illinois Sales Tax nor Federal Excise Tax. Consultants should exclude these taxes from their prices.

Withdrawal of Proposals

Any Consultant may withdraw its Proposal at any time prior to the time specified in the advertisement as the closing time for the receipt of Proposals, by signing a request therefore. No Consultant may withdraw or cancel its Proposal for a period of sixty (60) calendar days after the advertised closing time for the receipt of Proposals. The successful Consultant may not withdraw or cancel its Proposal after having been notified that the Proposal was accepted by the Village Board of Trustees.

Investigation of Consultants

The Village will make such investigations as are necessary to determine the ability of the Consultant to fulfill Proposal requirements. If requested, the Consultant should be prepared to present evidence to the Village of Oak Park of ability and possession of necessary facilities and financial resources to comply with the terms of the attached specifications and Proposals. In addition, the Consultant shall furnish the Village with any information the Village may request, and shall be prepared to show completed work of a similar nature to that included in its Proposal. The Village reserves the right to visit and inspect the premises and operation of any Consultant.

Rejection of Consultant

The Village will reject any Proposal from any person, firm or corporation that appears to be in default or arrears on any debt, agreement or the payment of any taxes. The Village will reject any Proposal from a Consultant that failed to satisfactorily complete work for the Village under any previous agreement.

Conditions

Consultants are advised to become familiar with all conditions, instructions and specifications governing the work. Consultants shall be presumed to have investigated the work site, conditions and scope of the work before submitting a Proposal.

Compliance with Applicable Laws

The Proposer will strictly comply with all ordinances of the Village of Oak Park and Village Code and laws of the State of Illinois.

Governing Law

All agreements entered into by the Village of Oak Park are governed by the laws of the State of Illinois without regard to conflicts of law. Any action brought to enforce an agreement with the Village of Oak Park must be brought in the state and federal courts located in Cook County, Illinois.

Subletting of Agreement

No agreement awarded by the Village of Oak Park shall be assigned or any part sub-agreement without the written consent of the Village of Oak Park or as noted in the Consultant's Proposal. In no case shall such consent relieve the Consultant from its obligations or change the terms of the Agreement

Interpretation of Agreement Documents

Any Consultant with a question about this Proposal may request an interpretation thereof from the Village. If the Village changes the Proposal, either by clarifying it or by changing the specifications, the Village will issue a written addendum, and will mail a copy of the addendum to all prospective Consultants. The Village will not assume responsibility for receipt of such addendum. In all cases, it will be the Consultant's responsibility to obtain all addenda issued. Consultants will provide written acknowledgment of receipt of each addendum issued with the Proposal submission.

Minority Business and Women Business Enterprise Requirements

The Village of Oak Park, in an effort to reaffirm its policy of non-discrimination, encourages the efforts of Consultants and sub-Consultants to take affirmative action in providing for Equal Employment Opportunity without regard to race, religion, creed, color, sex, national origin, age, handicap unrelated to ability to perform the job or protected veteran's status.

Fees and Cost

In the event any action is brought to enforce any agreement entered into by the Village of Oak Park, or to collect any unpaid amount from the Village of Oak Park, each party bears the responsibility of paying its own attorneys' fees and costs.

Dispute Resolution

The Village of Oak Park does not agree to the mandatory arbitration of any dispute.

Regarding FOIA Requirements

By submitting a bid or otherwise responding in any way to this request for bids, the bidder acknowledges the following:

1. This public body is subject to the Freedom of Information Act, 5 ILCS 140/1, et seq. ("FOIA"), and any and all information submitted by the bidder to this public body is subject to disclosure to third parties in accordance with FOIA.

2. If the bidder intends for the public body to withhold the bidder's trade secrets, commercial information, or financial information from disclosure to a third party in response to a FOIA request, the bidder must include with its bid submittal a written notification specifically identifying such information, along with a statement that disclosure of such information will cause competitive harm to the bidder, as provided by FOIA Section 7(1)(g), 5 ILCS 140/7(1)(g). Any content not so marked by the bidder at the time of bid submittal will be presumed to be open to public inspection. The bidder may be required to substantiate the basis for its claims at a later time.

3. Notwithstanding timely notice received from a bidder in accordance with Section 7(1)(g), the public body reserves the right, in its sole discretion and subject only to applicable law, to withhold or release the subject information in response to a FOIA request.

SECTION III
DETAILED SPECIFICATIONS

The Village of Oak Park is seeking a qualified professional services firm that will develop, plan, and execute a water system assessment program (fire hydrant and valve) to: locate, inspect, assess, operate, record water flowed, mark, grease, and create a deliverable Database in a format suitable and compatible with the Village's current GIS database system. As a part of this program, fire hydrants and valves requiring additional work (requiring backhoe excavation) in order to bring them to full operability shall be inventoried and entered into the Village's work order system, where they will be prioritized according to condition and criticality.

The Village-wide program will encompass approximately 106 miles of water main throughout the Village and be conducted continuously over a three-week period in the Fall of 2026, actual dates to be determined. Results will include individual reports of the location of all fire hydrants including the attribute data associated with that fire hydrant.

Overview of Project

The Village has five primary goals with this project:

1) Perform all fire hydrant assessment on the distribution system to such an extent as to locate, evaluate, and improve the operability of the fire hydrants through hands on, field activities.
2) Perform water main capacity assessment on the distribution system to such an extent as to assess, record water flowed, mark, and grease fire hydrants through hands on, field activities.
3) Perform a valve assessment on the distribution system to such an extent as to locate, evaluate, and improver the operability of the valves in the water distribution system through hands on, field activities.
4) Document, integrate, and analyze the location, operations, and physical condition of fire hydrants and valves in the water distribution system through this program.
5) To continually develop the scope of this project as an ongoing program.

Services to be provided are further define in the Detailed Scope of Work found on page 13.

Property Damage

The Proposer shall take great care to avoid damaging adjacent landscaping (trees, shrubs, turf, etc.). Proposer shall be held responsible for all damage to property including, but not limited to, existing landscaping including turf, planters, bicycle racks, litter containers, light and traffic signal poles, parking meters, fire hydrants, curbs, vehicles, buildings and structures, etc. All damage will be the responsibility of the Proposer to repair to its original condition and to the satisfaction of the Village.

Idling of Equipment

The Public Works Department has a "No Idling" policy. A copy of the policy is available from the Public Works Department if needed. The Proposer is expected to adhere to this policy as they are an extension of the Public Works Department staff.

Periodic Inspection

The Consultant must provide notice of the location of crews working within the village. A Water & Sewer Division representative will periodically inspect the work and will always be available should any problems arise. A Water & Sewer Division representative can be contacted at 708-358-5700.

Firm Experience

The Proposer shall provide a company overview covering all the services provided. This should include the primary line of business, how long the company has been in business and how long the company has been providing leakage assessment services with regard to this proposal. The Proposer will submit at least four (4) projects for each task where the Proposer has completed similar work in size and scope in the last three years. This submittal will include the following:

- A brief description of the work completed.
- Contracted amount.
- Time required to complete the project. The Village would like to complete the annual program by November 1, 2026.
- Findings of the project.
- Projected annualized cost saving to the Utility authorizing the project.
- Contact names, phone numbers, addresses, and e-mail addresses of the Utility authorizing the project.

Firm Registration

The successful Service Provider must be a registered corporation in the State of Illinois and pay all applicable taxes.

Subletting of Contract

The Water Distribution System Assessment Program contract awarded by the Village of Oak Park shall not be assigned or any part subcontracted unless the sub-Consultants are identified in the proposal. The proposal shall include sub-Consultant firm and personnel qualifications. The sub-Consultant's insurance certificate must also name the Village of Oak Park as an additional insured party.

Experience of Key Personnel

Provide an organizational chart outlining the project management, field personnel and related staff to be included in the project. As a condition of this request the firm must provide experienced, courteous, professional, trained and qualified personnel. The project team shall be composed of the following personnel:

- A Project Manager with a minimum of five (5) years of managing leak detection survey programs.
- A Field Project Leader with a minimum of five (5) years of leak detection survey experience, and
- Fully trained Field Technicians, each with a minimum of one (1) year of leak detection survey experience.

At a minimum, project personnel shall be trained (certified where applicable) in traffic control – technician & flagging (MUTCD Standards).

Safety

The Village of Oak Park is committed to the safety of its personnel and the general public. The proposing firm will comply with all the Village of Oak Park safety requirements and those of the Village, County, State and Federal Government. The firm will also provide their safety record (last three years) and a project safety plan. As a part of Village of Oak Park's Safety and Risk Management plans; Two Man Project Teams are required and will work together during the course of the project. The two persons shall not be separated and working in different locations. They will assist each other as a matter of safety and quality control. The use of a one-man project team is not acceptable and will not be allowed to perform work on the water system especially where water mains run under roadways and main line valves are located within the street.

Obstruction of Streets and Rights-of-Way

The Proposer shall arrange to keep sidewalks open for traffic when possible, and to block portions of the streets only when deemed necessary to protect private property.

The Proposer shall remove all surplus materials and debris from the streets as the work progresses so that the public may have the use of the streets a maximum amount of time. Proposer is to erect appropriate warning signs and furnish adequate barricades that identify the work zone for the motoring public and pedestrians.

Accident Prevention

The Proposer shall exercise every precaution at all times for the protection of the persons and properties. The safety provisions of all applicable laws and ordinances shall be strictly observed. Any practice obviously hazardous in the opinion of a Water & Sewer Division

representative shall be immediately discontinued by the Proposer upon their receipt of instructions to discontinue such practice.

The Proposer shall submit a Proposal following all applicable laws, standards, and regulations that apply to the completion of the work, including EPA and OSHA safety standards and regulations.

Reporting

The Proposer is responsible for keeping the Village updated on its work on a regular basis. The Village requires that the Proposer provide a proposed and actual work schedule if and when requested. The report will include the proposed work to be completed in the village for the week and an actual work completed report for the previous weeks if requested.

Motorized Equipment

Under no circumstances shall any motorized equipment be permitted to be driven on the private property or driveways without prior authorization from the resident and the Public Works Director while performing work under the provisions of this contract.

Parking

No off-street parking for equipment shall be provided for by the Village of Oak Park on any of the Village's public properties except as may be designated by the Public Works Director.

Traffic Control Plan

Proposer's item of work shall include furnishing, installing, maintaining, replacing, relocating and removing all traffic control devices used for the purpose of regulating, warning or directing traffic during work operations, if required.

Traffic control shall be in accordance with the applicable sections of the Standard Specifications for Road and Bridge Construction, the applicable guidelines contained in the Illinois Manual on Uniform Traffic Control Devices for Streets and Highways, these Special Provisions, and any special details and Highway Standards contained herein.

Alterations, Omissions and Extra Work

The Village of Oak Park reserves the right to increase or decrease the quantity of any item or portion of the work, or to omit portions of the work as may be deemed necessary.

Method of Payment

The Village of Oak Park will pay monthly, all undisputed of invoices within 30 days of approval as provided in the Local Government Prompt Payment Act, 50 ILCS505/4. The maximum interest rate for any payment not made within 30 days of approval is 1%.

Change Orders

Change Orders: Changes in the Work may be agreed to after execution of the Agreement, and without invalidating the Agreement, if the Change Order is in writing and signed. Any changes to the scope of work which result in an increase in the agreement price will be subject to an agreement addendum which must be signed by both parties. Any such Change Order will be prepared by the Village. The Consultant may only proceed with the Change upon receipt of the written Change Order signed by the Village.

Emergency Changes: Consultant may perform work not included in the Scope of Work if necessary to remedy a condition that poses an immediate threat to persons or property. Work of this nature shall be carried out only to the extent of bringing the condition under control. The Village shall be notified immediately. A Change Order will then be negotiated and executed for the work performed, and for work remaining, if any.

Minor Changes (Field Orders): The Village may verbally authorize minor changes in the Scope of Work in order to prevent a delay in the progression of the Work. These field orders may not involve a change in the agreement price or be inconsistent with the Scope of Work.

Changes Due to Unknown Conditions: The Consultant is not responsible for Changes in the Work that are due to conditions that were not reasonably observable or conditions that have changed. In such cases, the Consultant shall notify the Village and a Change Order will be negotiated.

Any Change which results in a total agreement price in excess of $10,000.00 must be approved by the Village of Oak Park Board of Trustees.

Correction of Work Prior To Final Payment

The Village has the right to stop work if the Consultant fails to carry out the work in a manner acceptable to the Village. If the Village deems the Consultant's work unacceptable, at the Village's election, the Consultant shall do one of the following:

1. Promptly repair or replace the defective work, without expense to the Village, including costs associated with repairing any damage to property caused by the replacement work; or;
2. If the Village deems it unacceptable to have the Consultant correct work which has been incorrectly done, a deduction from the agreement price shall be made based on the costs to the Village to have the work repaired. Such a deduction from the agreement price shall in no way affect the Village's other remedies or relieve the Consultant from responsibility for defects and related damage occurring as a result of defective or unacceptable work.

Proposer's Representative

The Proposer shall have at all times a competent representative on the job that shall have full authority to act for the Proposer, and to receive and execute orders from the Public Works Director or appointed representative. Any instructions given to such person executing work for the Proposer shall be binding on the Proposer as though given to him personally. Proposer's representative must be proficient in the use and interpretation of the English language.

Time of Work

Proposer shall only work on weekdays, (Monday through Friday), from 7:30 a.m. to 4:30 p.m. No work will be allowed on weekends or on legal holidays as recognized by the Village of Oak Park, except as authorized by the Public Works Director. It is acknowledged that some functions of this project will need to be performed outside of normal working hours due to traffic constraints or to provide locate services during periods of low ambient noise in the water system. Notice shall be provided to Village representatives as situations occur.

Dispute Resolution

All disputes, including collection disputes, shall be brought in the Circuit Court of Cook County, Illinois. This agreement shall be interpreted in accordance with the laws of the State of Illinois. In any dispute resolution process, each party shall bear its own costs, including attorney's fees. Any purported agreement between the parties that states terms contrary to this paragraph M will be deemed per se invalid.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the Proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your Proposal.

Evaluation of Proposal

The Village of Oak Park will evaluate each submission based on the following:

- Scope of Work;
- Project Approach and Project Management;
- Firm Experience;
- Experience of Key Personnel;
- Evaluation of the Firm's ability to provide the required services; and,
- Overall Pricing

The Village of Oak Park reserves the right to reject any or all proposals received. The successful firm must demonstrate that it possesses the skills, judgment, experience,

equipment, availability of appropriate manpower, and track record of providing excellent service. The Village of Oak Park may appoint an internal review committee to select an appropriate Professional Services Firm to perform this project. The Village of Oak Park reserves the right to interview and negotiate with any and all respondents.

Proposal Submission Instructions

Notice of intent to submit a Proposal shall be provided to Oak Park Public Works Water and Sewer Division at publicworks@oak-park.us. In the event of addenda being issued, only firms providing said notice will be notified. Addenda will also be posted on the Village website.

Three (3) copies of sealed proposals shall be sent via mail or hand-delivery to Village of Oak Park Public Works Department at the following address, no later than **2:00 p.m. on Wednesday, July 22, 2026**. Late proposals will not be accepted.

Mark outside of envelope as follows:

- RFP #26-118 Water Distribution System Assessment Program
- Firm name
- Date / time of proposal deadline
- List all contract Addenda

Detailed Scope of Work

The following is a detailed project scope of professional services:

The Village has five primary goals with this project.

1. Perform a fire hydrant assessment on the distribution system to such an extent as to locate, evaluate, and improve the operability of the fire hydrants through hands on-field activities.
2. Perform water main capacity assessment on the distribution system to such an extent as to assess, record water flowed, mark, and grease fire hydrants through hands-on field activities.
3. Perform a valve assessment on the distribution system to such an extent as to locate, evaluate, and improve the operability of the valves in the water distribution system through hands on field activities.
4. Document, integrate and analyze location, operational and physical information of fire hydrants, valves, and identify leaks through this program.
5. To continually develop and redevelop the scope of this project for continuation as an ongoing program.

Results will include individual reports of the location of all fire hydrants including the attribute data associated with that fire hydrant. Recommendations for refining the scope and value of an ongoing system-wide program will also be made based on the overall evaluation of the criticality of every fire hydrant. The final report shall be submitted within thirty (30) days after completion of project in a detailed report. Periodic reports may be required as determined by the Village. The specifications contained herein describe the minimum requirements of the Village and any omission shall not relieve the Proposer of furnishing quality service in a timely manner.

General Water System Information (approximate total inventory):

- Miles of Water Main: 106
- Fire Hydrants: 1,265
- Main Line Water Valves: 1,350

To be considered, the Proposer must have an office located within approximately 50 miles of the Village. The Proposer will provide 24-hour Emergency Service with maximum 2 hour response time for all of the services provided.

PROJECT APPROACH AND PROJECT MANAGEMENT

The Proposer shall complete a “Project Approach” summary, demonstrating their complete understanding of water system assessment methodologies to be employed. This summary shall be a narrative describing the proposer’s planned fire hydrant assessment evaluation methodology and approach to the project. A comprehensive project management plan and

planned auditing techniques shall be outlined. Proposer shall account for potential problems to be expected and techniques to be employed for solving those problems especially in the area of limited data, inoperable fire hydrants/valves and access to fire hydrants/valves. Quality Control and Quality Assurance procedures shall be outlined in this section, thus insuring the accuracy of the analysis of the data.

The Proposer will outline their proposed Project Management System relating to the objectives of the Village's project. The Project Manager's responsibilities will be clearly spelled out as well as the responsibilities of the two person field team consisting of a Field Project Leader and a Field Technician, with task assignments clearly spelled out. This will identify who has the authority to speak on behalf of the Proposer for progress reports, and any changes to the project that may affect the outcome and completion of the project.

FIRM EXPERIENCE

The Proposer shall provide a company overview covering all the services provided. This should include its primary line of business; how long the company has been in business, and how long the company has been providing fire hydrant assessment services with regard to this proposal.

The Proposer will submit at least five (5) project references where the Proposer has completed similar work in size and scope in the last three (3) years. This submittal will include the following:

- A brief description of the work completed.
- Contracted amount.
- Time required for completing the project.
- Findings of the project.

Projected annualized cost saving to the Client authorizing the project.
Contact names, phone numbers, addresses, and e-mail addresses of the Client authorizing the project.

The Proposer will adhere to the following:

Fire Hydrants

- Proper PPE (personal protection equipment) shall be worn at all times. A class III reflective safety vest will be worn for all work. Class II is not acceptable.
- The Project Team will follow all traffic safety rules, as designated by the Village, The Department of Labor, OSHA and the State Department of Transportation. Project personnel will be trained (certified were applicable) in Traffic Control and Safety (MUTCD Standards).
- A minimum of Two Person Project Teams are required. The use of One Person Project Teams is not acceptable and will not be allowed to perform work on the water system.

Valves

- Any valves located in a "confined space" such as pit or vault installations that require entry will be treated in accordance with the safety rules regarding Confined Space Entry as is designated by the Village, The Department of Labor and OSHA. Project personnel will be trained (certified were applicable) in Confined Space Entry & Self-Rescue.
- Proper PPE (personal protection equipment) shall be worn at all times. A class III reflective safety vest will be worn for all work. Class II will not be accepted.
- The Project Team will follow all traffic safety rules, as is designated by the Village, The Department of Labor, OSHA and the State Department of Transportation. Project personnel will be trained (certified were applicable) in Traffic Control and Safety (MUTCD Standards).
- A minimum of Two Person Project Teams are required and will work together during the course of the project. The two persons shall not be separated and working in different locations. They will assist each other as a matter of safety and quality control. The use of One Person Project Teams is not acceptable and will not be allowed to perform work on the water system especially where work must be done in confined spaces and in the street.

Data Security

The selected contractor must maintain their own cloud-based GIS/GPS locating and utility atlas update program with a secure login for Village staff designed to take all of the information the Village currently has about their water system and verify this data while combining this information with the data collected by the contractor's field teams. Using state of the art equipment to produce a highly accurate utility database for use by the Village and contractor during the course of this contract. Security and ease of use of the contractors system must be described in the RFP.

PROPOSED PRICING FORMAT

The Proposer shall supply the Village a **unit price (per fire hydrant)** for the proposed Fire hydrant assessment Program. This Unit price will include all costs associated with the Fire hydrant assessment Program for the selected fire hydrants in the distribution system. This unit price will be used to determine the duration of the hydrant assessment program based on available, budgeted funds.

The Proposer shall supply the Village a **unit price (per valve)** for the proposed Valve Assessment Program. This Unit price will include all costs associated with the Valve Assessment Program for the selected valves in the distribution system. This unit price will be used to determine the duration of the valve assessment program based on available, budgeted funds.

The Village reserves the right to add or delete from the contract, as required. No adjustments in contract unit prices or additional compensation will be made for alteration in the quantities or services from the contract. The quantities listed below are estimates only and may be

altered. The unit prices shall apply for the duration of the contract. The Proposer shall also provide unit prices for the duration of the optional extension.

1. FIRE HYDRANT ASSESSMENT:

The Village desires the Proposer to develop, plan and execute a program to locate, inspect, assess, operate, record water flowed, mark, grease, create a deliverable database in a format suitable and compatible with the VILLAGE current GIS/Database system platform, and create work orders for fire hydrants. This program will address approximately 1,265 fire hydrants throughout the Village water distribution system.

This work shall essentially consist of the following elements:

- Locations of all fire hydrants in such a manner that will allow their positions to be known and readily re-creatable by Village personnel upon demand.
- Inspection of all fire hydrants for appearance, accessibility, leakage and functionality in accordance with the AWWA M-17 manual, NFPA 291 and ISO requirements.
- Operation of each of the located fire hydrants to such an extent as to insure its ability to operate and fully "flow" upon demand. Adherence to the AWWA M-17 manual, NFPA 291 and ISO requirements is required.
- Compilation of the fire hydrant information collected by means of Pro-Maps™ / Pro-Hydrant® or equal, a fire hydrant online/web based database with hard copy reproduction capabilities. The Pro-Maps™ / Pro-Hydrant® online/web based database is accessible in a majority of GIS systems that support Open Database Connectivity.
- Perform an analysis of the condition and criticality of each fire hydrant. This will be done based on the size of the water mains that feed the fire hydrant; proximity of critical services; location of the fire hydrant in relation to roads or other structures; location of the fire hydrant in relation to water production plants pump stations and/or water towers/storage tanks, and actual operability of the fire hydrant.

Fire Hydrant Location

It is the intent of the Village to maintain a complete and current inventory of the location of all Fire Hydrant attributes in the Village water system.

- The existence of all fire hydrants shown on the water maps will be verified by visual inspection.
- If a new hydrant is located, the fire hydrant shall be marked for future identification.
- Fire hydrant Attributes will be located in such a manner that allows their positions to be known and readily accessed by Village personnel upon demand.

Fire Hydrant Appearance

- Condition of the paint.
- Verify color correctness, based on the utilities color scheme.
- Note the upright position of the fire hydrant. Note any evidence of being hit by a vehicle.

- Should bollards be installed to protect the fire hydrant?
- Should the fire hydrant be relocated away from traffic?
- Include in GIS a photo of hydrant in relation to surroundings.

Fire Hydrant Accessibility

- Does the fire hydrant need to be [horizontally] raised, or lowered?
- Do the pumper port and nozzles face the correct direction?
- Does the fire hydrant need to be relocated?
- Is the soil surrounding the fire hydrant capable of supporting it (important for proper breakaway)?

Fire Hydrant Functionality

- Are the nozzle/pumper threads in working condition?
- Do the nozzle/pumper ports require any maintenance or need to be replaced?
- Does the fire hydrant drain properly (dry-barrel)?
- Is the fire hydrant barrel still dry after pumping out the water and waiting a few minutes?
- Is it difficult to operate?
- Does it provide adequate fire-flow?
- Is the operating nut of the fire hydrant in good condition?
- Have the corners of the operating nut been rounded off (from people using a pipe wrench instead of a fire hydrant key)?
- If it appears that the fire hydrant has been illegally operated, should protective devices be installed to deter vandalism?

Fire Hydrant Inspection and Operation Procedure

The professional services firm shall notify the assigned Water and Sewer Representative of their intent to operate a certain group of water fire hydrants. Permission shall be obtained to perform the work, at least twenty-four (24) hours or one (1) working day in advance of the intended start of that work. Due to the potential condition or deterioration of fire hydrants that may or may not have been operated in the past, the service provider will not be held liable for any assets that fail or break, or the consequences of such failures during the operating procedures due to pre-existing conditions. Any assets that fail or break during operation will be repaired or replaced by the Village. Notify the Village immediately of inoperable fire hydrants needing major repair.

Please utilize the following operation procedure:

- Remove one nozzle/pumper cap and, using a listening device, check for main valve leakage. Repair or schedule a repair, as necessary.
- Replace the nozzle/pumper cap, loose enough for air to escape. Open fire hydrant a few turns, allowing air to vent from loose cap. Tighten cap.

- Open fire hydrant fully, checking for ease of operation. Repeatedly exercise the operating stem, as needed, to remove buildup and promote better operation. If lubrication or stem replacement is required, note in report.
- With the fire hydrant fully pressurized, check for leakage around the flanges, nozzles/pumpers, seals, and operating nut. Report to Village for repairs and maintenance.
- Partially close the fire hydrant to open the drain outlets, and flush for 10 to15 seconds.
- Completely close the fire hydrant, and then open it a ¼ to ½ to relieve the pressure on the thrust bearing or packing.
- Remove a nozzle/pumper cap, and attach a diffuser. Flush the fire hydrant to remove foreign material.
- Close the fire hydrant and remove the diffuser. Place your hand over the nozzle/pumper to check for suction as the water drains out of the barrel. For no-drain fire hydrants, the water must be pumped from the barrel.
- Check for fire hydrant leakage with a listening device.
- Remove all nozzle/pumper caps and inspect the threads. Clean and apply approved lubricant to caps and nozzles/pumpers.
- Inspect cap chains for binding and ease of movement. Unbind or replace, as necessary.
- Replace the caps and tighten them to the Utilities specification.
- Check operating nut lubrication and maintain as needed
- Inspect breakaway device for damage.
- Collect or verify GPS location of fire hydrant.

Documentation

The professional services firm will provide a fire hydrant assessment report for each fire hydrant located and provide the information in a fire hydrant report in an electronic format. The information will then be entered into Pro-Maps™ / Pro-Hydrant® or equivalent software. The report shall include, but not be limited to, the following fire hydrant information:

- Location and number.
- Physical damage or defect.
- Obstructions on or around the fire hydrant.
- Fire hydrant outlets face proper direction.
- Minimum 15” clearance between lowest outlet and ground.
- Auxiliary valve is visible.
- Condition of paint – correct color code.
- All outlets are cleaned and lubricated.
- Status: Public or Non-Potable.
- Static pressure reading is taken.
- Operating stem is exercised and lubricated.
- Fire hydrant reflectors and markers are replaced and/or repaired.

Atlas Corrections and Notations

The Proposer will document and note any corrections needed on the Village’s Atlas. The hydrant numbering system approach shall be discussed with the Village Engineer before being

prepared. The Proposer shall be responsible to finalizing the hydrant numbering system. These notations shall be documented as a part of the final report so the Village can make corrections to their existing atlas.

Communications & Deliverables

The Proposer is expected to perform the following:

- Conduct a kick-off meeting with the Village to cover the goals of the project and outline work procedures. The field crew will meet daily or as agreed upon, with assigned Village personnel to go over areas of the fire hydrant assessment program for the prior workday, and plan current day and areas to survey.

- At the end of each day, or as requested, a list of any broken or inoperable fire hydrants will be turned in. Critical fire hydrants that may be subject to breakage will be discussed as far as operation PRIOR to exercising to prevent loss of fire protection.

- Each step of the fire hydrant program will be identified and the fire hydrants assessed and operated will be documented in a written fire hydrant report detailing the entire process from start to finish.

- Information collected by the Project Team during the fire hydrant assessment program and any other information provided by the Village shall be regarded as **CONFIDENTIAL** and will not be shared without permission from the Village.

- A fire hydrant assessment log of activity will be included with the final report that will include the following;
- Are the nozzle/pumper threads in working condition?
- Do the nozzle/pumper ports require any maintenance or need to be replaced?
- Does the fire hydrant drain properly (dry barrel)?
- Is the fire hydrant barrel still dry after pumping out the water and waiting a few
- minutes?
- Is it difficult to operate?
- Determine and document the fire flow. Is the operating nut of the fire hydrant in good
- condition?
- Have the corners of the operating nut been rounded off (from people using a pipe
- wrench instead of a fire hydrant key)?
- If it appears that the fire hydrant has been illegally operated, should protective
- devices be installed to deter vandalism?
- A Final report will be prepared at the completion of the project which will include all fire hydrant assessment reports and other problems found in the system during the course of the fire hydrant assessment program that need the attention of the Water Village. This final report shall be made available for submission to the Water Department within thirty (30) working days of the completion of the fieldwork.

- The final deliverable shall be a complete fire hydrant database accessible by the Village "online" (web based) with appropriate users name and password. This web based system shall be the Pro-Maps™ / Pro-Hydrant® database or equivalent.

- Reports of fire hydrant assessment data shall be available from an export of the database into Excel.

Services Provided by The Village

- The Village will furnish all maps, atlases, (two copies) and records necessary to properly conduct the fire hydrant assessment program.
- The Village will assist as necessary where traffic control may be extreme.
- The Village will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with inoperable or difficult to operate fire hydrants and for general information about the water system. *This person will not need to assist the Project Team on a full time basis, but only on an "as needed" basis.*
- The Village will assist, if needed, to locate all nonmetallic pipes within the service area.

2. VALVE ASSESSMENT

The Village desires the Proposer to develop, plan and execute a program to locate, inspect, assess, exercise, mark, record mapping grade GPS data, document, create a deliverable asset database that integrates seamlessly with the Village GIS software platform and create work orders for valves or valve boxes needing repair. This program will address all 1,350 main line water valves of all sizes throughout the Village water distribution system. The Proposer will inspect and exercise a predetermined number of valves each year based on available, budgeted funds. Auxiliary fire hydrant valves should be included in assessment.

This work shall essentially consist of the following elements:

- Locations of all main line water valves in such a manner that will allow their positions to be known and readily re-creatable by Village personnel upon demand.
- Exercising/Operation of each of the located water valves to such an extent as to insure its ability to operate through its full range of "turns" or complete revolutions upon demand. Adherence to the AWWA M-44 manual is required.
- Compilation of the main line water valve information collected by means of Polcon Pro-Valve® or equal, a water valve online/web based database with graphic interface and hard copy reproduction capabilities. The Polcon Pro-Valve® or equal. The program's data may be accessed in existing GIS systems that support Open Database Connectivity.
- Perform an analysis of the criticality of each valve. This will be done based on the size of the valve, proximity of critical services, location of the water main in relation to roads

or other structures, location of the valve in relation to water production plants and/or pump stations, and actual operability of the valve.

Valve Location

It is the intent of the Village to maintain a complete and current inventory of the location of all valve attributes in the Village water system.

- The existence of all water valves shown on the water maps will be verified by visual inspection. A search for water valves shown, but not identified by visual inspection, will be conducted using a magnetic locator. The existing water mains may need to be traced by means of line locating equipment to establish the configuration of existing water mains and probable location of water valves should search by magnetic locator fail. The employment of a combination of recorded information, manual and technical testing techniques as may be needed to establish the location of remaining water valves.
- The project team will identify locations where a water valve is expected, but not shown on the water map, and proceed through verification and search process. If a valve is not located, a list will be made of "recommended valve installations" to be included with the final report.
- Valve Attributes will be located in such a manner that allows their positions to be known and readily accessed by Village personnel upon demand.
- The GPS location device shall be a Trimble GeoExplorer, GeoXH or approved equal.
- Locations of all Valve Attributes will be gathered via GPS.

The technical services firm will work with the Village to develop a "data dictionary" which will define the information to be collected for each attribute. The Data dictionary shall have the following but not limited to:

- Date and time the information was gathered.
- A unique identifying number for each attribute consistent and compatible with system presently employed by the Village.
- Location for each attribute referenced by Northing and Easting coordinates generated from the GPS location in the Village's local State Plane Coordinate system.
- Type of Attribute (mainline valve).
- Offset information if the attribute needs to have the location determined by an offset coordinate due to blocked signals from the GPS satellites.
- Any other data required to be collected as part of the attribute data set as defined by the Data Dictionary. This Data Dictionary will be assembled by the Contractor and the Village.

The accuracy of each GPS location will be sub-foot.

The location of "offset" GPS locations shall be accomplished by use of a Laser Rangefinder with an accuracy of 1/10th of a foot with an automatic Electronic Compass coupled to the GPS data collector. This is so that a bearing and distance from the offset location to the target

GPS location can be recorded as part of the attribute data. This will allow coordinates to be generated in high tree canopy and urban canyons where normal coverage would not be possible.

- GPS locations will need to have readings from at least four satellites in position and a reading from a local GPS beacon, or five satellites for the position to be considered accurate as a differentially corrected GPS location.
- "PDOP" readings will be less than 5. "PDOP" readings greater than 5 will not be considered as accurate locations.
- A minimum of 60 readings for each position shall be taken.
- Position of the GPS satellites shall be given primary consideration. The position of the satellites shall be recorded as part of the data. If the satellites are low on the horizon, it is expected that the project team will wait until the satellite position is better before attempting to gather the GPS position. Data collected with the satellites low on the horizon and/or poorly distributed shall not be considered valid.
- The information must be provided in a format acceptable to the Village such as Polcon Pro-Valve®, Microsoft Access, Microsoft Excel, .DXF file, or .SHP file for use in the Village's GIS system or CAD mapping program.
- All locations will be differentially corrected for accuracy. A stationary beacon or mobile beacon can be set up to allow differential correction. All data will be "Post–Processed", so that a comparison can be made to a Local stationary GPS receiver. The locations of the stationary GPS stations can be obtained from the Internet. The particular stationary GPS receiver shall be listed in the final report as the station used for differential correction. This will allow for a greater accuracy of the GPS locations.

<u>Valve Exercising / Operation</u>

Due to the potential condition or deterioration of valves that may or may not have been maintained, the service provider will not be held liable for any assets that fail or break, or the consequences of such failures during the operating procedures due to pre-existing conditions. Any assets that fail or break during operation will be repaired or replaced by the Village. The technical services firm shall notify the assigned Water and Sewer representative of their intent to exercise a certain group of water valves. Permission shall be obtained to perform the work, at least twenty-four (24) hours or one (1) working day in advance of the intended start of that work.

Please utilize the following operation procedure:

- The technical services firm will first attempt to operate each of the valves manually.
- Valves requiring an operating torque greater than one hundred (100) foot-pounds shall be exercised using a hydraulic powered valve machine with torque control.
- The "machine" shall be capable of operating all valves in the Village water system. It shall have torque-limiting capabilities that allow incremental settings from fifty (50) to eight hundred (800) foot-pounds of torque on "arm" mounted machines and incremental settings fifty (50) to twenty-five hundred (2500) foot-pounds of torque on "truck" mounted machines. Most importantly, either of these types of machines shall

be solely and completely dependent upon the operator for continuous control of direction and torque, otherwise known as “non-locking” or “torque limitor” capability.

- All Valves will be exercised with the minimum torque required preventing valve damage. During initial valve closure the valve will be turned no more than five (5) turns before turn direction is reversed to two (2) turns, thus allowing the threads of the stem and gate to free themselves. This closure and partial reversal process shall be repeated until the valve has achieved full closure.
- Gate valves shall be exercised from full open to full closure until such time as this can be done without further turn range improvement or no further reduction in the required operating torque is noted, through a minimum of three (3) consecutive range of operations. Then, the top and bottom operation range shall be additionally exercised an additional three (3) times.
- Butterfly valves shall be exercised from full open to full closure until such time as this can be done without further turn range improvement or no further reduction in the required operating torque is noted, through a minimum of one (1) consecutive range of operations. Then, the top and bottom operation range shall be additionally exercised an additional one (1) times.

<u>Documentation</u>

The technical services firm will provide a valve mapping and exercise report for each valve located and provide the information in a valve report. Photos and measurements from curb or street edges or other landmarks identifying the valve(s) and hydrant placement, if applicable. The information will then be entered into Polcon Pro-Valve® or equivalent software. The report shall include, but not be limited to, the following water valve information:

- Identifying number consistent and compatible with system presently employed by the Village
- Location referenced by coordinates in landmark system approved by the Village
- Location by street and cross-street names
- Size, Type
- Operating nut depth
- Enclosure type
- Number of turns to achieve full closure
- Direction of closure
- Present valve position
- Date exercised
- Include in GIS a photo of valve in relation to surroundings.
- XY coordinates from existing landmarks

The technical services firm will provide Polcon Pro-Valve® or equal, an online/web-based database for water valves that provides a graphic interface that has the abilities to access and reproduce and edit all aforementioned water valve location and exercising information. This online/web-based database shall minimally have the capability to generate upon demand:

- The individual water valve reports, which includes the graphic representation of the valve location.
- A summary listing of all water valves with identified defects.
- A complete listing of all water valves by numerical or indexed order.
- A complete listing of all water valves by referencing alphabetically to street and cross street names.
- All main line valve information will be entered into Polcon Pro-Valve or equal online/web-based database with an appropriate diagram showing each valve at its location. All pertinent information such as size, number of turns to operate, depth to the operating nut, right or left turn, normally open or closed, and its location by measurement from existing landmarks.

The online/web-based database provided must support ODBC and be a stand-alone online based system. The online/web-based database's data must be accessible through other types of software that support ODBC (Open Database Connectivity) in the Village's existing GIS system.

This database must contain all the information that is associated with main line water valves. There are three areas of information that are to be recorded. The first area is the valve card. The valve card must contain all the information about the valve that normally doesn't change year to year including:

- Valve number
- Map page number
- Street name
- Cross street name
- Size
- Turn direction
- Type
- Operating nut depth
- Position
- Box style
- Site

The second area is the exercising history. As the valves are exercised year to year some of the information changes. This information is to be kept in ascending order by date so that the most recent information for the valve is always on top. The most important piece of history information is the valve code. The valve code is used to organize the valves into groups. For example: a valve with no problems is coded "Valve OK". A valve that cannot be exercised because the valve was found broken is coded "Valve Found Broken". The valve codes describe the condition of the valves. The history section includes:

- Turn date
- Number of turns
- Technician
- Machine torque ratings

- Valve codes
- Comments

The technical services firm will provide the necessary login and password to the Village to access the secure web-based database.

Atlas Corrections and Notations

The Proposer will document and note any corrections needed on the Village's Atlas. The valve numbering system approach shall be discussed with the Village Engineer before being prepared. The Proposer shall be responsible to finalizing the valve numbering system. These notations shall be documented as a part of the final report so the Village can make corrections to their existing atlas.

Deliverables

The Proposer is expected to perform the following:

- Conduct a kick off meeting with the Village to cover the goals of the project and outline work procedures. The field crew will meet daily or as agreed upon with assigned Village personnel to go over areas of valve program for prior workday and plan current day and area to survey. Project Team will meet daily with assigned Village personnel to go over areas of valve exercising for prior workdays and plan current day and next two days' areas for exercising.

- At the end of each day, or as requested, a list of any broken or inoperable valves will be turned in. Critical valves that may be subject to breakage will be discussed as far as exercising PRIOR to exercising to prevent loss of water service and fire protection.

- Each step of the valve exercising program will be identified and the valves operated will be documented in a written valve report detailing the entire process from start to finish.

- The Project Team will maintain a progression map to be included with the final report of the project indicating areas valves were exercised and mapping corrections need to be made for a water atlas update/upgrade. Any areas of mapping discrepancies will be included as a part of the final report.

- The valve data field information will be placed in Polcon ®Provalve, a valve database. This documentation allows for the program to be repeated at a later date. This software program should be designed to be a complete system for the Village to establish an effective valve exercising and distribution system maintenance program.

- Information collected by the Project Team during the Valve program and any other information provided by the Village shall be regarded as **CONFIDENTIAL** and will not be shared without permission from the Village.

A Valve Exercising log of activity will be included with the final report that will include the following:

- Areas work performed in
- Type of problems observed
- Location of problems discovered
- Mapping errors on the water atlas
- Recommendations of valves installations for better distribution system control
- Valves to be assessed by criticality.

• A Final report will be prepared at the completion of the project which will include all valve reports and other problems found in the system during the course of the valve program that need the attention of the Village. This final report shall be made available for submission to the Water Department within thirty (30) working days of the completion of the fieldwork.

• The final deliverable shall be a complete valve database accessible by the Village "on line" (web based) with appropriate username and password. This web-based system shall be the Polcon Pro-valve database or approved equal.

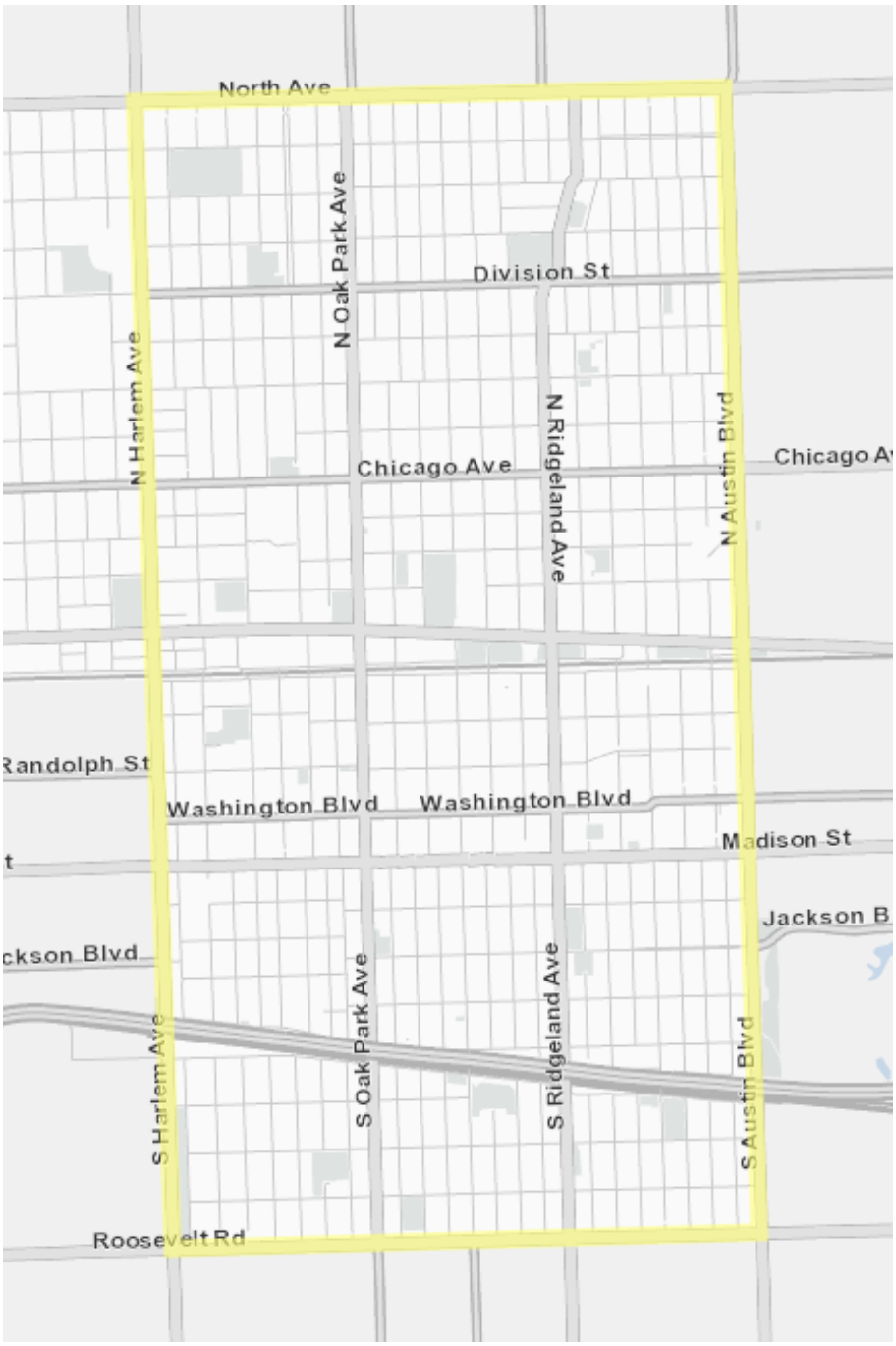
• Reports of valve data shall be available from an export of the database into Excel.

Maps and Data Provided by Village

The Village shall generally provide access to electronic and paper maps and data sources:

- ArcGIS Online internet mapping application, which allows on-screen distance measurements.
- Exported copy of the Village's water GIS database in shapefile or other ESRI-compatible format.
- Electronic version of the Village-wide map in PDF format.
- PDF versions or paper copies of detailed engineering drawings only as needed and available.

The Consultant shall be responsible for printing out maps, if hard copies are desired. The Village will assist in printing out maps if needed for emergency situations only.



WATER SYSTEM BOUNDARY
OAK PARK, IL

SECTION IV
PROPOSAL FORM (Pricing)

THE UNDERSIGNED PROPOSES TO FURNISH EQUIPMENT, MANPOWER AND MATERIAL TO COMPLETE THE WORK AS SPECIFIED HEREIN AS INSTRUCTED BY THE PUBLIC WORKS DEPARTMENT, VILLAGE OF OAK PARK, 201 SOUTH BOULEVARD, OAK PARK, IL 60302.

Fee Proposal: Water Distribution System Assessment Program

M.E. Simpson Co., Inc. proposes to provide the necessary professional services for this project as follows:

Item	Description	Qty	Unit	Unit Cost **	Total Cost
1	**FIRE HYDRANT ASSESSMENT PROGRAM**	1,265	HYDRANTS	$75.00	$94,875.00
2	**VALVE ASSESSMENT PROGRAM**	1,350	VALVES	$89.00	$120,150.00
				TOTAL PROPOSAL:	$215,025.00

** All incidental costs / travel expenses are to be included in Unit Cost for Items

SUBMITTED BY:

M.E. Simpson Co., Inc.
Firm Name

Randy Lusk
Authorized Representative

Signature

Vice President
Title

7/21/2026
Date

randyl@mesimpson.com
E-mail

MUNICIPAL QUALIFICATION REFERENCE SHEET

Proposers shall furnish a minimum of four (4) references from projects similar in scope within the last two (3) years.

MUNICIPALITY	Village of Orland Park
ADDRESS	14700 S Ravinia Avenue
	Orland Park, Illinois 60462
CONTACT	Ken Dado - Utilities Operations Manager
PHONE	708-403-6350
WORK PERFORMED	hydrant and valve assessments

MUNICIPALITY	Village of Downers Grove, IL
ADDRESS	5101 Walnut Avenue
	Downers Grove, IL 60515
CONTACT	David Moody - Director of Public Works
PHONE	630-434-5462
WORK PERFORMED	hydrant maintenance and fire flow testing; valve assessments and exercising

MUNICIPALITY	Village of Flossmoor
ADDRESS	1700 Central Park Avenue
	Flossmoor, Illinois 60422
CONTACT	John Brunke - Public Works Director
PHONE	708-957-4100
WORK PERFORMED	hydrant assessments; valve assessments and exercising

MUNICIPALITY	Village of Tinley Park
ADDRESS	7980 183rd Street
	Tinley Park, IL 60477
CONTACT	Joe Fitzpatrick - Water Superintendent
PHONE	708-444-5500
WORK PERFORMED	hydrant and valve condition assessment

SECTION V
PROPOSER CERTIFICATION

M.E. Simpson Co., Inc., as part of its Proposal on an agreement for Water Distribution System Leak Survey for the Village of Oak Park, hereby certifies that said Proposer selected is not barred from proposing on the aforementioned agreement 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 Proposing Requirement.

(Authorized Agent of Proposer selected)

Subscribed and sworn to before me this 21st day of July, 2026.

Notary Public's Signature

- Notary Public Seal -

TIM CRISP
Notary Public
Porter County - State of Indiana
Commission Number NP0764428
My Commission Expires Jul 2, 2033

SECTION VI
TAX COMPLIANCE AFFIDAVIT

Randy Lusk, being first duly sworn, deposes and says:

that he/she is Vice President of
(partner, officer, owner, etc.)

M.E. Simpson Co., Inc.
(Proposer selected)

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: Randy Lusk
Its: Vice President

Randy Lusk
(name of Proposer if the Proposer is an individual)
(name of partner if the Proposer is a partnership)
(name of officer if the Proposer is a corporation)

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

Subscribed and sworn to before me this 21st day of July, 2026.

Notary Public's Signature

- Notary Public Seal -

TIM CRISP
Notary Public
Porter County - State of Indiana
Commission Number NP0764428
My Commission Expires Jul 2, 2033

SECTION VII
ORGANIZATION OF PROPOSING FIRM

Please fill out the applicable section:

A. Corporation:
The Consultant is a corporation, legally named M.E. Simpson Co., Inc. and is organized and existing in good standing under the laws of the State of Indiana. The full names of its Officers are:

President Dan Hood

Secretary Pamela Hood

Treasurer Michael Simpson

Registered Agent Name and Address: Randy Lusk - 1161 Csokasy Lane Hobart, IN 46842

The corporation has a corporate seal. (In the event that this 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.)

B. Sole Proprietor:
The Consultant is a Sole Proprietor. If the Consultant does business under an Assumed Name, the Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:
The Consultant is a Partnership which operates under the name _____
The following are the names, addresses and signatures of all partners:

_____ _____

_____ _____
Signature Signature

(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.

D. Affiliates: The name and address of any affiliated entity of the business, including a description

of the affiliation: _____

_____
Signature of Owner

CERTIFIED CORPORATE RESOLUTION
AUTHORIZING THE EXECUTION OF CONTRACTS

I, Timothy C. Krsak, Corporate Attorney for M.E. Simpon Company, Inc. a corporation organized under the laws of the State of Indiana [hereafter, "Corporation"], certify that the following resolution was duly adopted by the Members of the Corporation at a meeting held on December 14, 2025, and that the Resolution is in full force and effect as of this date.

CORPORATE RESOLUTION

Whereas, the Board of Directors of M.E. Simpson Company, Inc. at a meeting held on December 14, 2025, considered the authority of the Corporation's officers to execute contracts on behalf of the Corporation.

Whereas, upon motion made, seconded and carried that the Board of Directors of the Corporation hereby grant to the following Corporate Officers:

Michael Simpson, Chief Executive Officer (CEO)/Treasurer
Dan Hood, President
Pamela Hood, Secretary
Cara Lance-Emerick, Chief Financial Officer (CFO)
John Van Arsdel, Senior Vice President
Randy Lusk, Vice President
Terrence Williams, Operations Vice President

the authority and power to execute contracts on behalf of and for the purpose of binding the Corporation for the year 2026. Such power and authority shall include the ability to generate and/or execute any and all such contracts, addendums, riders, and the like as may be necessary to effectuate the Corporation's normal course and scope of business activities.

IN WITNESS WHEREOF, the undersigned as the members of the Board of Directors of the Corporation have hereunto set their hand and seal on this December 14, 2025.

Michael Simpson, Board Member

Pamela Hood, Board Member

Dan Hood, Board Member

ATTEST:

Timothy C. Krsak, Attorney

SECTION VIII
COMPLIANCE AFFIDAVIT

I, Randy Lusk, (Print Name) being first duly sworn on oath depose and state:

1. I am the (title) Vice President of the Proposing Firm and am authorized to make the statements contained in this affidavit on behalf of the firm;
2. I have examined and carefully prepared this Proposal based on the request and have verified the facts contained in the Proposal in detail before submitting it;
3. The Proposing Firm is organized as indicated above on the form entitled "Organization of Proposing Firm."
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option;
5. Neither the Proposing Firm nor its affiliates1 are barred from proposing on this project as a result of a violation of 720 ILCS 5/33E-3 or 33E-4 relating to Proposal rigging and Proposal rotating, or Section 2-6-12 of the Oak Park Village Code relating to "Proposing Requirements".
6. The Proposing Firm has the M/W/DBE status indicated below on the form entitled "EEO Report."
7. Neither the Proposing Firm nor its affiliates is barred from agreeing 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 Proposing 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 Proposing Firm under the agreement in 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

Signature: RL

Name and address of Business: 3406 Enterprise Ave., Valparaiso, IN 46383

Telephone 800-255-1521 E-Mail randyl@mesimpson.com

Subscribed to and sworn before me this 21st day of July, 2026.

Tim Crisp
Notary Public

- Notary Public Seal -

TIM CRISP
Notary Public
Porter County - State of Indiana
Commission Number NP0764428
My Commission Expires Jul 2, 2033

1 Affiliates means: (i) any subsidiary or parent of the agreeing business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the agreeing 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 agreeing business entity.

SECTION IX
M/W/DBE STATUS AND EEO REPORT

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 this Proposal. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

1. Consultant Name: M.E. Simpson Co., Inc.

2. Check here if your firm is:

   ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
   ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
   ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
   ☒ None of the above

   [Submit copies of any W/W/DBE certifications]

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

   80 Number of full-time employees

   1 Number of part-time employees

4. Similar information will be requested of all sub-Consultants working on this agreement. Forms will be furnished to the lowest responsible Consultant 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: 7/21/2026

EEO REPORT

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

An EEO-1 Report may be submitted in lieu of this report ____

Consultant Name M.E. Simpson Co., Inc.
Total Employees 81

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	11	9	2	2								2
Professionals	1	1	0									0
Technicians	54	54	0	12	7		2					21
Sales Workers	5	4	1									0
Office & Clerical	10	3	7						4			4
Semi-Skilled												
Laborers												
Service Workers												
TOTAL												
Management Trainees												
Apprentices												

This completed and notarized report must accompany your Proposal. It should be attached to your Affidavit of Compliance. Failure to include it with your Proposal will be disqualify you from consideration.

Randy Lusk, being first duly sworn, deposes and says that he/she is the Vice President
(Name of Person Making Affidavit) (Title or Officer)

of M.E. Simpson Co., Inc. and that the above EEO Report information is true and accurate and is submitted with the intent that it be relied upon. Subscribed and sworn to before me this 21st day of July, 2026.

(Signature) 7/21/2026 (Date)

TIM CRISP
Notary Public
Porter County - State of Indiana
Commission Number NP0764428
My Commission Expires Jul 2, 2033

SECTION X
NO PROPOSAL EXPLANATION

If your firm does not wish to propose on the attached specifications, the Village of Oak Park would be interested in any explanation or comment you may have as to what prevented your firm from submitting a Proposal.

Proposal Name: Project No. 26-118; Water Distribution System Assessment Program
Comments:

N/A

Signed: _____

Phone: 7/21/2026

SECTION XI
AGREEMENT
(For Reference – Do Not Fill Out)

PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (hereinafter referred to as the "Agreement") is entered into this _____ day of _____, 2026, between the Village of Oak Park, an Illinois home rule municipal corporation (hereinafter referred to as the "Village"), and _____, a _____ corporation/limited liability company authorized to conduct business in the State of Illinois (hereinafter referred to as the "Consultant").

R E C I T A L

WHEREAS, the Village intends to have professional services performed by Consultant to provide _____ pursuant to Consultant's Proposal dated _____, attached hereto and incorporated herein by reference (hereinafter referred to as "Consultant's Proposal"), the Village's Request for Proposals dated _____, incorporated herein by reference as though fully set forth (hereinafter referred to as the "RFP"), and this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants hereinafter set forth, the parties agree as follows:

1. RECITAL INCORPORATED.

The above recital is incorporated herein as though fully set forth.

2. SERVICES OF THE CONSULTANT.

2.1. The Project consists of professional environmental engineering services, as more completely described in the Consultant's proposal (hereinafter referred to as the "Services") and the Village's RFP. After written authorization by the Village, the Consultant shall provide the Services for the Project. The Village shall approve the use of subconsultants by the Consultant to perform any of the Services that are the subject of this Agreement.

2.2. The Consultant shall submit to the Village all reports, documents, data, and information set forth in the Project. The Village shall have the right to require such corrections as may be reasonably necessary to make any required submittal conform to this Agreement. The Consultant shall be responsible for any delay in the Services to be provided pursuant to this Agreement due to the Consultant's failure to provide any required submittal in conformance with this Agreement.

2.3. In case of a conflict between provisions of the Consultant's Proposal and this Agreement or the Village's Request for Proposals, this Agreement and/or the Village's Request for Proposals shall control to the extent of such conflict.

2.4. Village Authorized Representative. The Village's Director of Public Works or the Director's designee shall be deemed the Village's authorized representative, unless applicable law requires action by the

Corporate Authorities, and shall have the power and authority to make or grant or do those things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Village and with the effect of binding the Village as limited by this Agreement. The Consultant is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Village as having been properly and legally given by the Village. The Village shall have the right to change its authorized representative by providing the Consultant with written notice of such change which notice shall be sent in accordance with Section 17 of this Agreement.

2.5. Consultant's Authorized Representative. In connection with the foregoing and other actions to be taken under this Agreement, the Consultant hereby designates _____ as its authorized representative who shall have the power and authority to make or grant or do all things, certificates, requests, demands, approvals, consents, notices and other actions required that are ministerial in nature or described in this Agreement for and on behalf of the Consultant and with the effect of binding the Consultant. The Village is entitled to rely on the full power and authority of the person executing this Agreement on behalf of the Consultant as having been properly and legally given by the Consultant. The Consultant shall have the right to change its Authorized Representative by providing the Village with written notice of such change which notice shall be sent in accordance with Section 18 of this Agreement.

2.6. The Consultant shall be an independent Consultant to the Village. The Consultant shall solely be responsible for the payment of all salaries, benefits and costs of supplying personnel for the Services. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against Consultant. The Consultant's services under this Agreement are being performed solely for the Village's benefit, and no other party or entity shall have any claim against the Consultant because of this Agreement or the performance or nonperformance of services hereunder.

3. COMPENSATION FOR SERVICES.

3.1. The Village shall compensate the Consultant for the Services in an amount not to exceed $_____. The Consultant shall be paid installments not more frequently than once each month ("Progress Payments"). Payments shall be made within thirty (30) days of receipt by the Village of a pay request/invoice from the Consultant. Payments shall be due and owing by the Village in accordance with the terms and provisions of the Local Government Prompt Payment Act, 50 ILCS 505/1 *et seq.*, except as set forth herein.

3.2. The Village may, at any time, by written order, make changes within the general scope of this Agreement in the Services to be performed by the Consultant. If such changes cause an increase or decrease in the amount to be paid to Consultant or time required for performance of any Services under this Agreement, whether or not changed by any order, an equitable adjustment shall be made and this Agreement shall be modified in writing accordingly. No service for which additional compensation will be charged by the Consultant shall be furnished without the written authorization of the Village.

3.3. The Consultant shall, as a condition precedent to its right to receive a progress payment, submit to the Village an invoice accompanied by such receipts, vouchers, and other documents as may be necessary to establish costs incurred for all labor, material, and other things covered by the invoice and the absence of any interest, whether in the nature of a lien or otherwise, of any party in any property, work, or fund with respect to the Services performed under this Agreement. In addition to the foregoing, such invoice shall include (a) employee classifications, rates per hour, and hours worked by each classification, and, if the Services are to be performed in separate phases, for each phase; (b) total amount billed in the current period and total amount billed to date, and, if the Services are to be performed in separate phases, for each phase; (c) the estimated percent completion, and, if the Services are to be performed in separate phases, for each phase.

3.4. Notwithstanding any other provision of this Agreement and without prejudice to any of the Village's rights or remedies, the Village shall have the right at any time or times to withhold from any payment such amount as may reasonably appear necessary to compensate the Village for any actual or prospective loss due to:

(1) Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete; (2) damage for which the Consultant is liable under this Agreement; (3) claims of subconsultants, suppliers, or other persons performing Consultant's Services; (4) delay in the progress or completion of the Services; (5) inability of the Consultant to complete the Services; (6) failure of the Consultant to properly complete or document any pay request; (7) any other failure of Consultant to perform any of its obligations under this Agreement; or (8) the cost to the Village, including reasonable attorneys' fees and administrative costs, of correcting any of the aforesaid matters or exercising any one or more of the Village's remedies set forth in this Agreement. The Village must notify the Consultant of cause for withholding within fourteen (14) days of receiving invoice.

3.5. The Village shall be entitled to retain any and all amounts withheld pursuant to this Agreement until the Consultant shall have either performed the obligations in question or furnished security for such performance satisfactory to the Village. The Village shall be entitled to apply any money withheld or any other money due the Consultant under this Agreement to reimburse itself for any and all costs, expenses, losses, damages, liabilities, suits, judgments, awards, reasonable attorneys' fees, and administrative expenses incurred, suffered, or sustained by the Village and chargeable to the Consultant under this Agreement.

3.6. The Consultant's Services shall be considered complete on the date of final written acceptance by the Village, which acceptance shall not be unreasonably withheld or delayed. As soon as practicable after final acceptance, the Village shall pay to the Consultant the balance of any amount due and owing under this Agreement, after deducting therefrom all charges against the Consultant as provided for in this Agreement ("Final Payment"). The acceptance by Consultant of Final Payment with respect to the Services shall operate as a full and complete release of the Village of and from any and all lawsuits, claims, demands, damages, liabilities, losses, and expenses of, by, or to the Consultant for anything done, furnished for, arising out of, relating to, or in connection with the Services, except for such claims as the Consultant reserved in writing at the time of submitting its invoice for final payment.

4. TERM AND TERMINATION.

4.1. This Agreement shall take effect upon the Effective Date as defined herein and shall expire upon the Consultant's completion of its services pursuant to Section 3.6 above.

4.2. This Agreement may be terminated, in whole or in part, by either party if the other party substantially fails to fulfill its obligations under this Agreement through no fault of the terminating party. The Village may terminate this Agreement, in whole or in part, for its convenience. No such termination may be affected unless the terminating party gives the other party not less than ten (10) calendar days written notice pursuant to Section 18 below of its intent to terminate.

4.3. If this Agreement is terminated by either party, the Consultant shall be paid for Services performed to the effective date of termination, including reimbursable expenses. In the event of termination, the Village shall receive reproducible copies of drawings, specifications and other documents completed by the Consultant pursuant to this Agreement.

5. INDEMNIFICATION.

5.1. To the fullest extent permitted by law, the Consultant hereby agrees to defend, indemnify and hold harmless the Village and its officers, officials, agents, employees and volunteers against all injuries, deaths, loss, damages, claims, patent claims, suits, liabilities, judgments, cost and expenses, including, but not limited to, reasonable attorney's fees and court costs (hereinafter referred to as "Claims") which may accrue against the Village and its officers, officials, agents, employees and volunteers to the extent arising out of the negligent performance of the work by the Consultant, its employees, or subconsultants, except for the negligence of the Village or its officers, officials, agents, employees and volunteers.

6. INSURANCE.

6.1. The Consultant shall, at the Consultant's expense, secure and maintain in effect throughout the duration of this Agreement, insurance of the following kinds and limits set forth in this Section 6. The Consultant shall furnish Certificates of Insurance to the Village before starting work or within ten (10) days after the notice of award of the Agreement, which ever date is reached first. All insurance policies, except professional liability insurance, shall be written with insurance companies licensed or authorized to do business in the State of Illinois and having a rating of at least A according to the latest edition of the Best's Key Rating Guide; and shall include a provision preventing cancellation of the insurance policy unless fifteen (15) days prior written notice is given to the Village. This provision (or reasonable equivalent) shall also be stated on each Certificate of Insurance: "Should any of the above described policies be canceled before the expiration date, the issuing company shall mail fifteen (15) days' written notice to the certificate holder named to the left." The Consultant shall require any of its subconsultants to secure and maintain insurance as set forth in this Section 6 and indemnify, hold harmless and defend the Village and its officers, officials, agents, employees and volunteers as set forth in this Agreement.

6.2. The limits of liability for the insurance required shall provide coverage for not less than the following amounts, or greater where required by law:

(A) **Commercial General Liability:**

i. Coverage to include, Broad Form Property Damage, Contractual and Personal Injury.

ii. Limits:

General Aggregate	$ 2,000,000.00
Each Occurrence	$ 1,000,000.00
Personal Injury	$ 1,000,000.00

iii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(B) **Professional Liability:**

i. Per Claim/Aggregate $2,000,000.00

ii. Cover all claims arising out of the Consultant's operations or premises, anyone directly or indirectly employed by the Consultant.

(C) **Workers' Compensation:**

i. 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 work on the Project, and in case work is sublet, 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 workers' compensation insurance, the Consultant shall provide, and shall cause each subconsultant to provide, adequate and suitable insurance for the protection of employees not otherwise provided.

(D) **Comprehensive Automobile Liability:**

i. 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.

ii. Limits:

Combined Single Limit $1,000,000.00

(E) **Umbrella:**

i. Limits:

Each Occurrence/Aggregate $2,000,000.00

(F) The Village and its officers, officials, agents, employees and volunteers shall be named as additional insureds on all insurance policies identified 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, employees, and volunteers.

6.3. The Village and the Consultant agree to waive against each other all claims for special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project.

6.4. The Consultant understands and agrees that any insurance protection required by this Agreement or otherwise provided by the Consultant, shall in no way limit the responsibility to indemnify, keep and save harmless, and defend the Village and its officers, officials, agents, employees and volunteers as herein provided. The Consultant waives and agrees to require its insurers to waive its rights of subrogation against the Village and its officers, officials, employees, agents and volunteers.

7. SUCCESSORS AND ASSIGNS.

7.1. The Village and the Consultant each bind themselves and their partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assigns of such other party in respect to all covenants off this Agreement. Except as above, neither the Village nor the Consultant shall assign, sublet or transfer its interest in this Agreement without the written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of any public body that may not be a party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the Village and the Consultant.

8. FORCE MAJEURE.

8.1. Neither the Consultant nor the Village shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to: acts of nature, war or insurrection, strikes or lockouts, walkouts, fires, natural calamities, riots or demands or requirements of governmental agencies.

9. AMENDMENTS AND MODIFICATIONS.

9.1. This Agreement may be modified or amended from time to time provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly authorized and signed by the authorized representative of the Village and the authorized representative of the Consultant.

10. STANDARD OF CARE.

10.1. The Consultant is responsible for the quality, technical accuracy, timely completion, and coordination of all designs, drawings, specifications, reports and other professional Services furnished or required under this Agreement, and shall endeavor to perform such Services with the same skill and judgment which can be reasonably expected from similarly situated professionals.

10.2. The Consultant shall be responsible for the accuracy of its professional Services under this Agreement and shall promptly make revisions or corrections resulting from its errors, omissions, or negligent acts without additional compensation. The Village's acceptance of any of Consultant's professional Services shall not relieve Consultant of its responsibility to subsequently correct any such errors or omissions, provided the Village notifies Consultant thereof within one year of completion of the Consultant's Services.

10.3. The Consultant shall respond to the Village's notice of any errors and/or omissions within seven (7) days of written confirmation by the Consultant of the Village's notice. Such confirmation may be in the form of

a facsimile confirmation receipt by the Village, or by actual hand delivery of written notice by the Village to the Consultant.

10.4. The Consultant shall comply with all federal, state, and local statutes, regulations, rules, ordinances, judicial decisions, and administrative rulings applicable to its performance under this Agreement.

10.5. The Consultant shall give all notices, pay all fees, and take all other action that may be necessary to ensure that the Services are provided, performed, and completed in accordance with all required governmental permits, licenses, and other approvals and authorizations that may be required in connection with providing, performing, and completing the Services, and with all applicable statutes, ordinances, rules, and regulations, including, but not limited to, the Fair Labor Standards Act; any statutes regarding qualification to do business; any statutes prohibiting discrimination because of, or requiring affirmative action based on race, color, religion, sex, national origin, ancestry, age, order of protection status, marital status, physical or mental disability, military status, sexual orientation, or unfavorable discharge from military service or other prohibited classification, including, without limitation, the Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101 *et seq*., and the Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq*. The Consultant shall also comply with all conditions of any federal, state, or local grant received by the Village or the Consultant with respect to this Agreement.

10.6. The Consultant shall be solely liable for any fines or civil penalties that are imposed by any governmental or quasi-governmental agency or body that may arise, or be alleged to have arisen, out of or in connection with the Consultant's, or its subconsultants', performance of, or failure to perform, the Services required pursuant to this Agreement or any part thereof.

11. DRAWINGS, DOCUMENTS AND BOOKS AND RECORDS.

11.1. Drawings, plans, specifications, photos, reports, information, observations, calculations, notes and any other reports, documents, date or information, in any form, prepared, collected, or received by the Consultant in connection with any or all of the Services to be provided pursuant to this Agreement ("Documents") shall be and remain the property of the Village upon completion of the project and payment to the Consultant all amounts then due under this Agreement. At the Village's request, or upon termination of this Agreement, the Documents shall be delivered promptly to the Village. The Consultant shall have the right to retain copies of the Documents for its files. The Consultant shall maintain files of all Documents unless the Village shall consent in writing to the destruction of the Documents, as required herein.

11.2. The Consultant's Documents and records pursuant to this Agreement shall be maintained and made available during performance of Project Services under this Agreement and for three (3) years after completion of the Project. The Consultant shall give notice to the Village of any Documents to be disposed of or destroyed and the intended date after said period, which shall be at least ninety (90) days after the effective date of such notice of disposal or destruction. The Village shall have ninety (90) days after receipt of any such notice to given notice to the Consultant not to dispose of or destroy said Documents and to require Consultant to deliver same to the Village, at the Village's expense. The Consultant and any subconsultants shall maintain for a minimum of three (3) years after the completion of this Agreement, or for three (3) years after the termination of this Agreement, whichever comes later, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the Agreement. The Agreement and all books, records and supporting documents related to the Agreement shall be available for review and audit by the Village and the federal funding entity, if applicable, and the Consultant agrees to cooperate fully with any audit conducted by the Village and to provide full access to all materials. Failure to maintain the books, records and supporting documents required by this subsection shall establish a presumption in favor of the Village for recovery of any funds paid by the Village under the Agreement for which adequate books, records and supporting documentation are not available to support their purported disbursement. The Consultant shall make the Documents available for the Village's review, inspection and audit during the entire term of this Agreement and three (3) years after completion of the Project as set forth herein and shall fully cooperate in responding to any information request pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 *et seq*. by providing any and all responsive documents to the Village.

11.3. The Consultant shall have the right to include among the Consultant's promotional and professional materials those drawings, renderings, other design documents and other work products that are prepared by the Consultant pursuant to this Agreement (collectively "Work Products"). The Village shall provide professional credit to the Consultant in the Village's development, promotional and other materials which include the Consultant's Work Products.

12. SAVINGS CLAUSE.

12.1. If any provision of this Agreement, or the application of such provision, shall be rendered or declared invalid by a court of competent jurisdiction, or by reason of its requiring any steps, actions or results, the remaining parts or portions of this Agreement shall remain in full force and effect.

13. NON-WAIVER OF RIGHTS.

13.1. No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

13.2. This Agreement shall not prohibit the Consultant from providing engineering Services to any other public or private entity or person. In the event that the Consultant provides Services to a public or private entity or person, the Village, at its sole discretion, may determine that such Services conflict with a service to be provided to the Village by Consultant, and the Village may select another civil engineer and/or land surveyor to provide such Services as the Village deems appropriate.

14. THE VILLAGE'S REMEDIES.

14.1. If it should appear at any time prior to final payment that the Consultant has failed or refused to prosecute, or has delayed in the prosecution of, the Services to be provided pursuant to this Agreement with diligence at a rate that assures completion of the Services in full compliance with the requirements of this Agreement, or has attempted to assign this Agreement or the Consultant's rights under this Agreement, either in whole or in part, or has falsely made any representation or warranty, or has otherwise failed, refused, or delayed to perform or satisfy any other requirement of this Agreement or has failed to pay its debts as they come due ("Event of Default"), and has failed to cure, or has reasonably commenced to cure any such Event of Default within fifteen (15) business days after Consultant's receipt of written notice of such Event of Default, then the Village shall have the right, at its election and without prejudice to any other remedies provided by law or equity, to pursue any one or more of the following remedies:

14.1.1. The Village may require the Consultant, within such reasonable time as may be fixed by the Village, to complete or correct all or any part of the Services that are defective, damaged, flawed, unsuitable, nonconforming, or incomplete and to take any or all other action necessary to bring Consultant and the Services into compliance with this Agreement;

14.1.2. The Village may accept the defective, damaged, flawed, unsuitable, nonconforming, incomplete, or dilatory Services or part thereof and make an equitable reduction in the Contract Price;

14.1.3. The Village may terminate this Agreement without liability for further payment of amounts due or to become due under this Agreement except for amounts due for Services properly performed prior to termination;

14.1.4. The Village may withhold any progress payment or final payment from the Consultant, whether or not previously approved, or may recover from Consultant, any and all costs but not exceeding the

amount of the Contract Price, including attorneys' fees and administrative expenses, incurred by the Village as the result of any Event of Default or as a result of actions taken by the Village in response to any Event of Default; or

14.1.5. The Village may recover any damages suffered by the Village as a result of the Consultant's Event of Default.

15. NO COLLUSION.

15.1. The Consultant hereby represents and certifies that the Consultant is not barred from contracting with a unit of state or local government as a result of: (1) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Consultant is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; or (2) a violation of either Section 33E-3 or Section 33E-4 of Article 33E of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et se*q. The Consultant hereby represents that the only persons, firms, or corporations interested in this Agreement are those disclosed to the Village prior to the execution of this Agreement, and that this Agreement is made without collusion with any other person, firm, or corporation. If at any time it shall be found that Consultant has in procuring this Agreement, colluded with any other person, firm, or corporation, then the Consultant shall be liable to the Village for all loss or damage that the Village may suffer thereby, and this Agreement shall, at the Village's option, be null and void and subject to termination by the Village.

16. ENTIRE AGREEMENT.

16.1. This Agreement sets forth all the covenants, conditions and promises between the parties, and it supersedes all prior negotiations, statements or agreements, either written or oral, with regard to its subject matter. There are no covenants, promises, agreements, conditions or understandings between the parties, either oral or written, other than those contained in this Agreement.

17. GOVERNING LAW AND VENUE.

17.1. This Agreement shall be governed by the laws of the State of Illinois both as to interpretation and performance.

17.2 Venue for any action brought pursuant to this Agreement shall be in the Circuit Court of Cook County, Illinois.

18. NOTICE.

18.1. Any notice required to be given by this Agreement shall be deemed sufficient if made in writing and sent by certified mail, return receipt requested, by personal service, or by electronic transmission to the persons and addresses indicated below or to such other addresses as either party hereto shall notify the other party of in writing pursuant to the provisions of this subsection:

If to the Village:	If to the Consultant:
Village Manager	_____
Village of Oak Park	_____
201 South Boulevard	_____
Oak Park, Illinois 60302	_____
Email: villagemanager@oak-park.us	Email:

18.2. Mailing of such notice as and when above provided shall be equivalent to personal notice and shall be deemed to have been given at the time of mailing.

18.3. Notice by electronic transmission shall be effective as of date and time of electronic transmission, provided that the notice transmitted shall be sent on business days during business hours (9:00 a.m. to 5:00 p.m. Chicago time). In the event electronic notice is transmitted during non-business hours, the effective date and time of notice is the first hour of the first business day after transmission.

19. BINDING AUTHORITY.

19.1. The individuals executing this Agreement on behalf of the Consultant and the Village represent that they have the legal power, right, and actual authority to bind their respective parties to the terms and conditions of this Agreement.

20. HEADINGS AND TITLES.

20.1. The headings or titles of any provisions of this Agreement are for convenience or reference only and are not to be considered in construing this Agreement.

21. COUNTERPARTS; FACSIMILE OR PDF SIGNATURES.

21.1. This Agreement shall be executed in counterparts, each of which shall be considered an original and together shall be one and the same Agreement.

21.2 A facsimile or pdf/email copy of this Agreement and any signatures thereon will be considered for all purposes as an original.

22. EFFECTIVE DATE.

22.1. As used in this Agreement, the Effective Date of this Agreement shall be the date that the Village manager for the Village of Oak Park executes this Agreement as set forth below.

23. AUTHORIZATIONS.

23.1 The Consultant's authorized representatives who have executed this Agreement warrant that they have been lawfully authorized by the Consultant's board of directors or its by-laws to execute this Agreement on its behalf. The Village Manager warrants that she has been lawfully authorized to execute this Agreement. The Consultant and the Village shall deliver upon request to each other copies of all articles of incorporation, bylaws, resolutions, ordinances or other documents which evidence their legal authority to execute this Agreement on behalf of their respective parties.

24. EQUAL OPPORTUNITY EMPLOYER.

24.1. The Consultant is an equal opportunity employer and the requirements of 44 Ill. Adm. Code 750 APPENDIX A and Chapter 13 ("Human Rights") of the Oak Park Village Code are incorporated herein as though fully

set forth. The Consultant shall not discriminate against any employee or applicant for employment because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work, 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. The Consultant shall comply with all requirements of Chapter 13 ("Human Rights") of the Oak Park Village Code.

In the event of the Consultant's noncompliance with any provision of Chapter 13 ("Human Rights") of the Oak Park Village Code, the Illinois Human Rights Act or any other applicable law, the Consultant may be declared non-responsible and therefore ineligible for future Agreements or subcontracts with the Village, and the Agreement may be cancelled 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.

In all solicitations or advertisements for employees placed by it on its behalf, the Consultant shall state that all applicants will be afforded equal opportunity without discrimination because of race, sex, gender identity, gender expression, color, religion, ancestry, national origin, veteran status, sexual orientation, age, marital status, familial status, source of income, disability, housing status, military discharge status, or order of protection status or physical or mental disabilities that do not impair ability to work.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK -
SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives on the dates set forth below.

VILLAGE OF OAK PARK

_____

By: Kevin J. Jackson
Its: Village Manager

Date: _____, 2026

[full name of Consultant - capitalized]

_____

By:
Its:

Date: _____, 2026

ATTEST:

_____

By:
Its:

Date: _____, 2026

YOUR TEAM FOR SECURE + RELIABLE

Water System Solutions

BID TO PROVIDE

Village of Oak Park, IL

Water Distribution System Assessment Program

M.E. SIMPSON Co., Inc.

July 22, 2026

Water and Sewer Division
Oak Park Public Works Department
201 South Blvd.
Oak Park, IL 60302

RE: PROPOSAL FOR A WATER DISTRIBUTION SYSTEM CONDITION ASSESSMENT PROGRAM

To whom it may concern,

M.E. Simpson Co., Inc. is delighted to present our proposal to the Village of Oak Park for a Water Distribution System Assessment Program. We feel privileged to be considered for this endeavor and are confident that our team will contribute to the success of the project.

As a Professional Services Firm, our primary focus is on developing and delivering programs and services that optimize the performance of our clients' water distribution systems. Many of these programs are recognized globally as "Best Management Practices" (BMPs) for utilities. We take pride in providing robust solutions through the utilization of top-tier technical and professional services, leveraging state-of-the-art technology, and employing a highly skilled and well-trained staff of professionals. Our team of educated engineers and technical experts is fully dedicated to the success of this project and ready to alleviate the burden on your staff, ensuring a seamless continuation of services.

Our services have been meticulously developed and refined to cater to the specific needs of utilities. Whether it's offering comprehensive turn-key solutions or assisting in the development of in-house programs, M.E. Simpson Co., Inc. strives to fulfill one overarching goal: to instill public confidence by ensuring the safety and quality of drinking water.

We sincerely appreciate your consideration and the opportunity to introduce our Valve and Hydrant Condition Assessment services through this proposal. We are committed to surpassing your expectations and delivering exceptional results.

Sincerely,

Randy Lusk
Vice President

Randy Lusk
Vice President

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

randyl@mesimpson.com

FIRM HISTORY

M.E. Simpson Co., Inc., established in 1979 by Marvin E. Simpson, is headquartered in Valparaiso, Indiana, near Chicago, Illinois. Over the years, our company has emerged as the leading provider of water loss assessment and distribution system asset management programs and services in the industry. We specialize in assisting our clients in optimizing the performance of their water distribution systems, striving for peak efficiency.

At M.E. Simpson, we pride ourselves on delivering top-notch technical and professional services, utilizing cutting-edge technologies and a team of highly skilled and trained professionals. Our dedicated staff has developed a range of advanced programs to ensure that your utility stays ahead of the curve in managing your water distribution systems. In today's society, words like "crumbling infrastructure," "inaccurate records," "conservation," "sustainability," "water quality," "water loss," "economic conditions," "revenue shortfalls," "being green," and "having enough water" have become key concerns. As leaders in the water industry, we recognize that these issues are our reality and, consequently, our responsibility.

To date, we have achieved remarkable results in enhancing distribution system performance and optimizing data, records, and mapping for our clients. Our track record includes servicing over 80,000 large water meters as part of our Water Loss Control programs, providing leak detection services covering 100,000 miles, and conducting numerous water audit programs. Additionally, our asset management services have successfully documented the location and exercise of over 500,000 valves. Furthermore, our fire hydrant flow testing program has meticulously inspected and tested 80,000 fire hydrants, gathering valuable information on water main capacity.

Fire Hydrant Flow Testing Services History

M.E. Simpson Co., Inc. developed its Fire Hydrant Flow Testing program in 1995 and expanded it to include Fire Hydrant Maintenance. Over time, we have improved the program so now it is a fundamental asset management and condition assessment program for our clients.

Our crews have been deployed to many locations throughout the United States including Minnesota and overseas. Our crews have the unique ability to be able to respond to individual Utility requests because of the cross training they have received performing all the services M.E. Simpson Co. Inc. provides. We are proud of the work we have performed using the latest technology and meeting the needs of "our customer" the Water Works Industry. We have played an important role in educating utilities about the need for and efficiency of annual maintenance and testing programs.

Fire Hydrant Flow Testing Project Understanding

The Village of Oak Park is seeking a qualified firm to provide services for a Fire Hydrant Assessment and Flow Testing Program. The program is needed to be able to identify and quantify specific hydrant issues that are occurring in the water distribution system with the end aim of being able to provide specific directions for fire hydrant repair, pressure issues, flow issues and related hydraulic and distribution system concerns.

M.E. Simpson Co., Inc. (MESCO) has been providing Fire Hydrant Flow Testing/Water Main Capacity Testing programs for over thirty years.

Fire hydrants are critical components of a water distribution system because they provide fire suppression and many other useful functions as well. Hydrants are routinely used for flushing water mains, testing chlorine residuals, street and sewer cleaning, and providing water for construction purposes. To assure hydrants can be used at any time, a systematic inspection, maintenance, and flow testing program should be in place. By

methodically examining every hydrant in a distribution system, problems can be identified and corrected *before* they become catastrophic.

MESCO has been producing successful Fire Hydrant Flow Testing programs in the Chicago metropolitan area, as well as the greater Midwest since 1995 and understands the complexity of implementing long range water distribution system asset management programs

Valve Assessment History

In 1986, M.E. Simpson Co., Inc. introduced its Valve Assessment program. Since then, the program has evolved into a fundamental asset management and condition assessment program for our client. Over the years, we have continuously improved and expanded our services to meet the changing needs of utilities.

One of our notable achievements is the development of Polcon Pro-Valve®, a Microsoft Access database that provides comprehensive information essential for recreating valve locations and data. Today, this database program has transitioned into a cloud-based mapping and asset management system accessible to clients online. It also has the capability to seamlessly integrate with the Utility's GIS system, streamlining electronic work orders and enhancing operational efficiency.

Our Valve Assessment Programs have been successfully implemented since 1986 across numerous municipalities in the Chicago Metro Area, the Midwest, and beyond. We have catered to utilities of varying sizes, ranging from small systems with just a hundred valves to large scale-systems with several thousand valves. Our experienced crews have been deployed not only across the United States but also internationally, including locations in Georgia, California, and overseas to support utilities with distribution system maintenance and assessments. This flexibility is made possible by the comprehensive cross-training our crews receive, enabling them to respond effectively to individual Utility requests.

Valve Project Understanding

The Village of Oak Park is currently in search of a reputable firm to deliver services for a Valve Assessment Program. The primary objective of this program is to accurately identify and quantify specific valve-related issues within the water distribution system. Ultimately, the program aims to furnish clear and precise recommendations for short-term and long-term water valve maintenance techniques.

M.E. Simpson Co., Inc. (MESCO) has been providing valve assessment programs for nearly forty years.

MESCO has an impressive track record in the field of valve assessments and water system maintenance. With over 40 years of experience, we have been serving various Chicago suburbs and conducting assessments in diverse locations across the United States. Our firm boasts a substantial portfolio, having assessed more than 500,000 valves since 1986. Our expertise extends to Real loss and Apparent loss assessments, including the evaluation of over 80,000 commercial/industrial large meters for accuracy and the detection of leaks across a vast network of over 100,000 miles of pipe.

Company Qualifications

M.E. Simpson Co., Inc. is a professional services company that specializes in water distribution asset management and water loss control services. Due to our niche company placement in the water industry, we do not qualify for the title of "contractor", therefore we cannot be licensed as such. M.E. Simpson Co., Inc. has been performing valve exercising programs for 40 years. We have complete confidence that our knowledge and experience exceed the expectations of the SAWS [Project Name] Program.

SCOPE OF WORK

Fire Hydrant Assessment and Flow Testing Program

The Field Scope of Service for the Fire Hydrant Assessment and Flow Testing Program is understood to be the following:

M.E. Simpson Co., Inc. will provide all essential resources, including labor, materials, transportation, tools, and equipment required to flow test hydrants in the water distribution system. We are committed to ensuring that our team consists of skilled and trained personnel, and we will equip them with the necessary tools and equipment to successfully execute the tasks outlined in this scope of work. **There will be a minimum of Two Persons per team always performing the hydrant assessments and flow testing.**

- Work in an orderly and **safe** manner to protect the residents, Utility employees, and the Field Staff, preventing **avoidable** accidents.
- All Field Staff will have readily observable identification badges worn while in the field. All vehicles used in the field will have company signs attached.
- The flow testing equipment will adhere to the specifications outlined in the “Equipment to be used” section.
- Project Team Personnel will **meet with the Utility to review the project** guidelines and answer any procedures questions.
- Engage distribution Utility staff in the initial layout of the project to help identify the flow patterns in the distribution system, flow testing from larger mains into small mains, from the water sources (pump stations and water storage structures), out into the system loops and dead ends.
- Any **pressure zones** within the distribution system will be accurately identified and documented on the water atlas before the commencement of the program. This collaborative effort will involve coordination within distribution personnel to prevent issues related to valve operations that might impact pressure zones adversely. Prior planning and communication are essential to ensure the smooth execution of the program.
- As an integral part of the Fire Hydrant Flow/Water Main Capacity Testing Program, any mapping discrepancies identified on the existing water atlas will be diligently documented and included in the final report. This proactive approach enables the Utility to promptly address and rectify mapping inaccuracies. These updates will be incorporated into the periodic reports submitted to the Utility, facilitating ongoing mapping corrections and maintenance.
- To enhance project oversight and fieldwork tracking, a progression map will be meticulously maintained for each designated section under evaluation. This map will clearly indicate the hydrants that have been assessed, providing an efficient means of monitoring the progress of field crews and ensuring a systematic approach to the assessment.
- Components of the Fire Hydrant Flow/Water Main Capacity Testing Program may need to be conducted during "off hours," such as at night. Advanced 24-hour notice will be given when surveying an area that requires after-hours or nighttime surveying to enable proper planning by the Utility, notification to the Police department, and other relevant Public Works Divisions.
- We will use large flow testing signs in designated areas to notify areas to be tested and inspected.
- M.E. Simpson Co., Inc. can issue an informational letter to briefly explain the fire hydrant flow testing program to include with the customer’s normal water bill. Frequently, special mailings are used for

customer notification. The Utility will be responsible for the postage and printing costs, if you choose special mailiing.

- M.E. Simpson Co., Inc. can issue a press release to briefly explain the fire hydrant flow testing program and the areas affected. The press releases can be sent to, local newspapers, local radio stations and the Cable Company. This type of customer notification can greatly reduce the number of customer complaints about dirty water.
- Electronically record all fire hydrants and assign them numbers using either the Utility's existing system or a newly created one before initiating the fire hydrant flow testing program. This data is essential for establishing an effective and efficient flow testing program.
- Document all pertinent information for each fire hydrant that undergoes flow testing. This data is vital for establishing an ongoing flow testing and maintenance program, and it includes the following details:
  - Greasing of fire hydrant caps for ease of operation, upon request
  - Recording the fire hydrant nozzle size used for each test
  - Recording Residual Pressure for each fire hydrant tested
  - Recording Static Pressure for each fire hydrant
  - Measuring the Flow in GPM (Gallons Per Minute) for each fire hydrant during testing
  - Tracking the time taken to flush each fire hydrant and estimating the amount of water used during the test
  - Noting fire hydrants in need of repair, painting, color coding, or with operational defects, along with estimates for necessary repairs
  - Recording the date of testing and the technicians responsible for operating the fire hydrant
  - Documenting the fire hydrant's address or location
- The Project team will prioritize operating hydrants near the water source first, then the team will move away from the water source in an organized manner to minimize water discoloration and distribution disturbances. The "flow" hydrant shall be downstream of the "residual" hydrant, thus ensuring proper residual readings for full potential fire flow (re: AWWA M-17 manual, page 41).
- Use fire hose and deflection tubes, as required, to flush water away from traffic, pedestrians, underground Utility vaults, and private property directly.
- During the flow testing process, pressure gauges play a crucial role in assessing residual pressure, while maintaining the distribution system pressure above 20 psi. Any instances where the distribution system cannot sustain a residual pressure of 20 psi in the surrounding area will be promptly reported to the Utility Superintendent.
- Following the flow testing of each fire hydrant, M.E. Simpson Co., Inc. will conduct a comprehensive check. This includes verifying proper seating and drainage of the hydrant. Additionally, we will employ advanced tools such as the **FCS S30** or **Gutermann AquaScope** electronic listening device to ensure that the hydrant is free from leaks, addressing potential small leaks that may otherwise go unnoticed through the hydrant's base drain holes.
- All field pressure gauges will undergo **daily testing** against a "standard" gauge to verify their accuracy throughout the flow testing project. Gauges that fall outside acceptable limits will be promptly replaced with those meeting accepted standards. This practice guarantees the accuracy and reliability of observed static and residual pressures.

Fire Hydrant Operation, Flow Testing

M.E. Simpson Co., Inc. takes great care when operating, flow testing the customer's fire hydrants in their water distribution system. Even with our years of proven experience in water system operations problems occasionally occur.

Any hydrant or fire hydrants that break or fail during the flow testing program will be repaired or replaced at the expense of the water Utility. M.E. Simpson Co., Inc. cannot be held responsible for possible valve or hydrant failures during their operation. M.E. Simpson Co., Inc. cannot be held responsible for damage done to the water system during fire hydrant flow testing, such as water leaks, discolored water and turbidity that can possibly occur during the flow testing process. M.E. Simpson Co., Inc. cannot be held responsible for possible damage to the water utilities' individual water customer.

NFPA Color Coding Standards

Municipal, Private, and Non-Potable fire-hydrants should not be painted the same color (the body of the hydrant) according to the NFPA. Each of the three types should follow the color code listed below. The bonnet and nozzle/pumper caps are also to be color-coded according to the hydrants' rated flow rate at 20 psi (see below).

The NFPA has published standards regarding the maintenance and color coding of fire hydrants (NFPA 291). The scheme is as follows:

Supply	Body Color
Municipal System:	Chrome Yellow
Private System:	Red
Non-Potable System:	Violet (Light Purple)

Hydrant ratings at 20 psi.

Class C	Less than 500 GPM	**Red**
Class B	500-999 GPM	**Orange**
Class A	1000-1499 GPM	**Green**
Class AA	1500 GPM & above	**Light Blue**

Utility Observations

The M.E. Simpson Co., Inc. Project Team will welcome having staff of the Utility observe field procedures while the assessment/flow testing program is in progress. They will be happy to explain and demonstrate the equipment and techniques that are employed by M.E. Simpson Co., Inc. for calculations of fire flows. This may be useful for the staff of the Utility in understanding the parameters of hydrant flow testing, especially during an emergency such as a fire where proper flow is needed for the fire department.

Final Reports, Documentation & Communications

M.E. Simpson Co., Inc. will perform the following:

- Project Team will **meet daily** with assigned Utility personnel to go over areas of flow testing for prior workdays and plan current day and next two days' areas to flow test.
- At the end of each day, or as requested, a list of any broken or inoperable hydrants will be submitted.
- Each step of the fire hydrant flow testing program will be identified, and the hydrants used for each flow test will be documented in a fire hydrant flow testing report.
- Maintain a progression map to be included with the final report of the project indicating areas flow tested and areas that have been tagged for flow testing.
- Hydrant location will be documented from existing landmarks and will be a part of each Hydrant record.
- Information collected by M.E. Simpson Co., Inc. during the program and any other information provided by the Utility shall be regarded as CONFIDENTIAL and will not be shared without permission from the Utility or unless required by law.
- Develop a Flow Testing log of activity to be included with the final report that will include the following:
    1. Type of problems observed
    2. Location of same for problems discovered
    3. Total estimated water used (to be included on each flow test result)
    4. Mapping errors on the water atlas
- **Prepare the final report** at the completion of the project which will include all Fire Hydrant Flow/Water Main Capacity Testing reports, other problems found in the system during the course of flow testing that need the attention of the Water Utility. **This final report shall be made available for submission to the Water Department within thirty (30) days of receiving data from the utility. It is the responsibility of the Utility to supply M.E. Simpson Co., Inc. with the data collected in the Collector App following the completion of the project in order to deliver the final report to the Utility.**

Assumptions & Services Provided by the Utility

- The Utility will furnish, in an electronic format, all maps, atlases, and records necessary to properly conduct the flow testing program.
- The Utility will make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful with general information about the water system. *This person will not need to assist the Project Team on a full-time basis, but only on an "as needed" basis.*
- The Utility will supply information regarding pressure zone boundary hydrant, and any other information that may make the job of flow testing easier to perform.
- The Utility will assist, if needed, to help enter sites that may be difficult to enter due to security issues or other concerns.

Equipment to be Used

The following equipment will be used for fire hydrant operation and maintenance work during the unidirectional flushing program for the Utility. All materials listed will be always on the job site.

- 2.5” Port diffusers, Pollards with flow gauges
- Certified and field-tested flow gauges
- Food grade grease for lubricating the pumper and nozzle ports
- FCS S30 or Gutermann AquaScope listening device to ensure the hydrant isn’t leaking
- Grease to lubricate the hydrants operating nut and stem
- All necessary hand tools
- Truck mounted Arrow Board/Signage, and warning lights on trucks
- Traffic control equipment, including properly sized traffic cones with reflective stripes, when needed or required
- A “Schonstedt”/ “Chicago Tape” magnetic locator
- A “Radio Detection RD4000” series line locator

Valve Exercising and Assessment Services

The Field Scope of Service for the Valve Assessment Services Program is understood to be the following:

M.E. Simpson Co., Inc. will be responsible for providing all the essential resources, including labor, materials, transportation, tools, and equipment required to conduct valve assessments on the water distribution system. We are committed to ensuring that our team consists of skilled and trained personnel, and we will equip them with the necessary tools and equipment to successfully execute the tasks outlined in this scope of work. **There will be a minimum of Two Persons per team always performing the valve assessments.**

- Work in an orderly and **safe** manner to ensure protection of the local residents, Utility employees, and the Field Staff, preventing **avoidable** accidents.
- All Field Staff will have readily observable identification badges worn while in the field. All vehicles used in the field will have company signs attached.
- The valve equipment used will adhere to the specifications outlined in the "Equipment to be used" section.
- Project Team Personnel will **meet with the Utility to review the project** guidelines and answer any questions on procedures.
- Any **pressure zones** within the distribution system will be accurately identified and documented on the water atlas before the commencement of the valve assessment program. This collaborative effort will involve coordination within distribution personnel to prevent issues related to valve operations that might impact pressure zones adversely. Prior planning and communication are essential to ensure the smooth execution of the program.
- As an integral part of the valve program, any mapping discrepancies identified on the existing water atlas will be diligently documented and included in the final report. This proactive approach enables the Utility to promptly address and rectify mapping inaccuracies. These updates will be incorporated into the periodic reports submitted to the Utility, facilitating ongoing mapping corrections and maintenance.
- To enhance project oversight and fieldwork tracking, a progression map will be meticulously maintained for each designated section under evaluation. This map will clearly indicate the valves that have been assessed, providing an efficient means of monitoring the progress of field crews and ensuring a systematic approach to the assessment.
- Components of the Valve Assessment may need to be conducted during "off hours," such as at night. Advanced 24-hour notice will be given when surveying an area that requires after-hours or nighttime surveying to enable proper planning by the Utility, notification to the Police department, and other relevant Public Works Divisions.

Valve Location

The Project Team will undertake the following actions:

- **Review the water maps** to determine the expected location of each water valve.
- **Conduct a visual inspection** to confirm the presence of all water valves as indicated on the water maps.
- **Employ tools such as a magnetic locator, probing rods,** and other appropriate equipment to search for water valves that are shown on the maps but not readily identifiable through visual inspection.
- **Utilize a combination** of recorded information, manual techniques, and technical testing methods as necessary to establish the precise locations of any remaining water valves.
- **Identify locations where a water valve is expected**, but not explicitly depicted on the water map, and subsequently, initiate the verification and search process.

- **Make two attempts to locate "lost" valves** before escalating the matter to the Utility for location assistance. In cases where locating a valve through magnetic locator methods proves unsuccessful, the Project Team will seek permission to trace existing water mains using line locating equipment. This approach aims to determine the configuration of existing water mains and the likely position of water valves. If the Utility is unable to locate the valve within five working days, the Project Team shall be compensated for their efforts
- **Perform vacuuming and cleaning** of valve enclosures to expose the operating nut for maintenance or operational purposes.
- **Make corrections to the Utility maps** directly on the provided paper maps. These updated maps will be returned to the Utility upon completion of the project.
- **Apply environmentally formulated** precautionary blue paint to identified valve boxes or valve vault covers to facilitate future identification and maintenance.

GPS Valve Location

Once the valves have been located, the Project Team will perform the following for valves that do not already have GPS coordinates:

- **The Project Team will collect GPS Coordinates** of all valves assessed using the above "Scope of Work"
- The Project Team will work with the Utility to develop a "data dictionary" which will define the information to be collected for each attribute. The Data dictionary shall have the following but not limited to:
  - Date and time the information was gathered.
  - The unique identifying number for each attribute consistent and compatible with system presently employed by the *Utility*.
  - Location for each attribute referenced by Northing and Easting coordinates generated from the GPS location in the Utility's local State Plane Coordinate system.
  - Type of Attribute (mainline valve).
  - Offset information if the attribute needs to have the location determined by an offset coordinate due to blocked signals from the GPS satellites.
  - Any other data required to be collected as part of the attribute data set as defined by the Data Dictionary. This Data Dictionary will be assembled by the Project Team and the Utility.
- **The accuracy of each GPS** location will be sub-meter.
- **GPS locations will need to have readings** from at least four satellites in position and a reading from a local GPS beacon, or five satellites for the position to be considered accurate as a differentially corrected GPS location.
- **Position of the GPS satellites shall be given primary consideration**. The position of the satellites shall be recorded as part of the data. If the satellites are low on the horizon, it is expected that the project team will wait until the position is better before attempting to gather the GPS position.
- **The information collected** will be compiled into the **Utility** preferred software database with the ability to export the information into a format acceptable to the Utility such as Microsoft Access, Microsoft Excel, .DXF file, or .SHP file for use in the Utility's GIS system or CAD mapping program, and also included in the Polcon Pro Valve® database. We can export our data into any database that supports open data connectivity.
- **All locations will be differentially corrected** for accuracy in real-time. A data transformation will be done on the GPS points taken to ensure they are in the correct coordinate system requested by the utility. Our field teams utilize Trimble® R1 units for sub-meter accuracy and Trimble® R2 units for sub-foot accuracy. The level of accuracy taken will be based upon the above scope of work.

Documentation of GPS Valve Locations

M.E. Simpson will provide a location report for each documented valve located, and/or a database, in a cloud-based electronic format agreed upon between the Utility and M.E. Simpson Co., Inc.

- The GPS location data collected will be exported into a database for Utility use
- The GPS data collected shall include but is not limited to the following information:
  a. *Identifying number consistent and compatible with system presently employed by the Utility.*
  b. *Location referenced by coordinates using the **Village of Oak Park Coordinate System**.*
  c. *Location by street and cross-street names.*
  d. *Size, Type of structure.*
  e. *Date and time data was collected.*
  f. *A photo of valve in relation to surroundings, included in GIS*
  g. *XY coordinates from existing landmarks*

Valve Exercising

The Project Team will undertake the following actions:

- **Operate selected valves** following the guidelines outlined in the AWWA manual M-44, "Distribution Valves: Selection, Installation, Field Testing and Maintenance."
- **Attempt manual operation** of each valve.
- **For valves requiring an operating torque** exceeding one hundred (100) foot-pounds, the Project Team will employ portable and/or truck-mounted hydraulic valve machines. These machines come equipped with torque-limiting capabilities, allowing incremental setting ranging from fifty (50) to twenty-five (2500) foot-pounds of torque. Importantly, the machine's operation is solely under the control of the operator and features a "non-locking" or "torque limiter capability.
- **Operate all valves** with the minimum torque necessary to prevent any potential valve damage.
- **Adhere to maximum torques** specifications as follows:
  - 4" gate valves – 300 ft. lbs.
  - 6" and larger gate valves – 600 ft. lbs.
  - Butterfly valves – 200ft. lbs.
- **During initial closure of valves**, the valve will be turned no more than five (5) turns before reversing direction to two (2) turns. This back-and-forth process allows the stem and gate threads to free themselves and is repeated until full closure is achieved.
- **Perform valve operations** from fully open to full closure, repeating the process until no further improvement in turn range or reduction in the required operating torque is observed. This will be carried out over **a minimum of two (2) consecutive ranges of operations and a maximum of seven (7) operations**.
- **Notify the *Water Superintendent*** with at least twenty-four (24) hours or one (1) working day's advance notice before commencing work on a specific group of water valves. Permission to carry out the work will be sought from the Utility in advance.
- **Immediately report** any valves found in the close position to the Utility for verification of their operability.
- **Clean or pump out valve vaults and boxes** as necessary to gain access to the valve and inspect the operating nut.
- **In cases where there is reasonable evidence suggesting that a valve might break during the operating process,** the Utility will be notified immediately. A decision will be made by the Utility on whether to proceed with the operation or not. **Any valves that fail or break during operation will be the responsibility of the Utility for repair or replacement.** The Project Team cannot be held responsible for possible valve failures during the operating procedure.

Documentation of Valve Operating

- All pertinent information for each valve inspection is digitally documented in an online, cloud-based data collection application. The information gathered is based upon and adheres to the current AWWA M44 standards. A detailed list of all data fields collected includes:
  a. *Number of turns to achieve full closure*
  b. *Direction of closure*
  c. *Present valve position*
  d. *Date exercised*

Valve Operations

Our Project Team takes great care when operating and exercising valves in the water distribution system. Even with our years of proven experience in water system operations problems occasionally occur. Any valves that break or fail during the assessment program will be repaired or replaced at the expense of the water Utility. The Project Team cannot be held responsible for possible valve failures during their operation due to pre-existing conditions. The Project Team cannot be held responsible for damage done to the water system during valve operating, such as water leaks, discolored water and turbidity that can possibly occur during the process.

Final Reports, Documentations & Communications

M.E. Simpson Co, Inc. will perform the following:

- Project Team will **meet daily** with assigned Utility personnel to go over progress for prior workday and plan current day and area of valves to be operated.
- **Document all valve operating and locating** as indicated in the **"Scope of Work"**.
- **Maintain a progression valve report** of the project indicating valves operated.
- **Valves found with problems** shall be documented and turned into the assigned Utility personnel daily so the Utility can make the necessary corrections so the valve can be turned.
- **Prepare the final report** at the completion of the project which will include all valve documentation per **"Scope of Work"** for the Utility, for the total number of valves operated, valves requiring maintenance, as well as other problems found in the system during the course of the program that need the attention of the Water Utility. This report shall be made available for submission to the Utility within thirty (30) days of the completion of the fieldwork.
- **The equipment used** will be that which is described in the "Equipment to be used" section.

Assumptions and Services Provided by the Utility

- The *Utility* will furnish all maps, atlases, (two copies) and records necessary to properly conduct the valve-operating program.
- The *Utility* will provide records such as old valve cards or any additional information that would make the valve location and operating easier to perform. This information shall be regarded as **CONFIDENTIAL** by the Project Team and will not be shared with anyone outside of the Water Utility without consent of the Water Utility.
- The *Utility* will notify other departments in the Utility, town, or Utility as to the activity of valve operating so that various departments are aware that a program is in progress. This is to ensure that if there should be a problem with part of the distribution system, notification can be made promptly.
- The *Utility* will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find valves and for general information about the water system. *This person will not need to assist the Project Team on a full-time basis*, but only on an "as needed" basis.

- The Utility will assist, if needed, to help gain entry into sites that may be difficult to get into due to security issues or other concerns. This may be required of areas where distribution mains run in easements on private property.
- The Utility will provide all Valve ID numbers, type of valve (if known), Map page numbers or grid number, and any other additional information that can aide in helping the overall success of the program.

Valves to be Assessed

Reports, Documentation & Communications

- Project Team will **meet daily** with assigned Utility personnel to go over areas of valve assessments for prior workdays and plan current day and next two days' areas of valve assessment.
- At the end of each day, or as requested, a list of any broken or inoperable valves will be turned in.
- Each step of the valve assessment program will be identified in a valve report.
- Maintain a progression map to be included with the final report of the project indicating areas where valve assessments have been performed
- The Utility will be provided with valve assessment information
- Information collected by the Project Team during the program and any other information provided by the Utility shall be regarded as CONFIDENTIAL and will not be shared without permission from the Utility or unless required by law.
- Develop a log of activity to be included with the final report that will include the following;
  5. Type of problems observed
  6. Location of same for problems discovered
  7. Mapping errors on the water atlas
- **Prepare the final report** at the completion of the project which will include all valve assessment reports, other problems found in the system during the course of flow testing that need the attention of the Water Utility. **This final report shall be made available for submission to the Water Department within thirty (30) workdays of the completion of the fieldwork.**

Equipment to be Used

The following equipment will be used for valve operation and maintenance work during the Valve Exercising and Assessment program for the Utility. All materials listed will be always on the job site.

- All necessary hand tools
- Truck control equipment, including mounted Arrow Board/Signage, and warning lights on trucks
- Traffic properly sized traffic cones with reflective stripes, when needed or required
- A "Schonstedt"/"Chicago Tape" magnetic locator
- Truck mounted or trailer mounted hydraulic valve operator with adjustable torque control
- Portable hydraulic valve operator adjustable torque control
- Truck mounted or trailer mounted Vacuum capable of 300 CFM
- Trucks are equipped with either a Honda 6.5 horsepower pump capable of discharging 150 GPM or a Stanley Hydraulic pump capable of discharging 450 GPM
- Extendable valve keys for manual operation

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 140 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams Operations Manager, at (800) 255-1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:

Safety is a major part of any project. The Project Team always provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.** While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

We use Two-Man Teams for Safety and Quality Assurance.

The use of a "one-person" Valve and Hydrant maintenance and flow testing team is dangerous and impractical where water mains run along and under roadways. It would be a dangerous precedent to allow a "one-person" team to access valves and hydrants located in and along the roadway, attempt to perform maintenance and flow testing, and at the same time try to control traffic flow at that person's location in the street.

Therefore, the Project Team adheres to the following:

- The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- Any activity located in a **"confined space"** such as pit and vault installations that **require entry** will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA**.
  - All personnel are **trained and certified** in Confined Space Entry & Self-Rescue.
- We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA**.
  - All personnel are **trained and certified** in First Responder First Aid & CPR.
- We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the Department of Transportation.**
  - All personnel are **trained and certified**, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

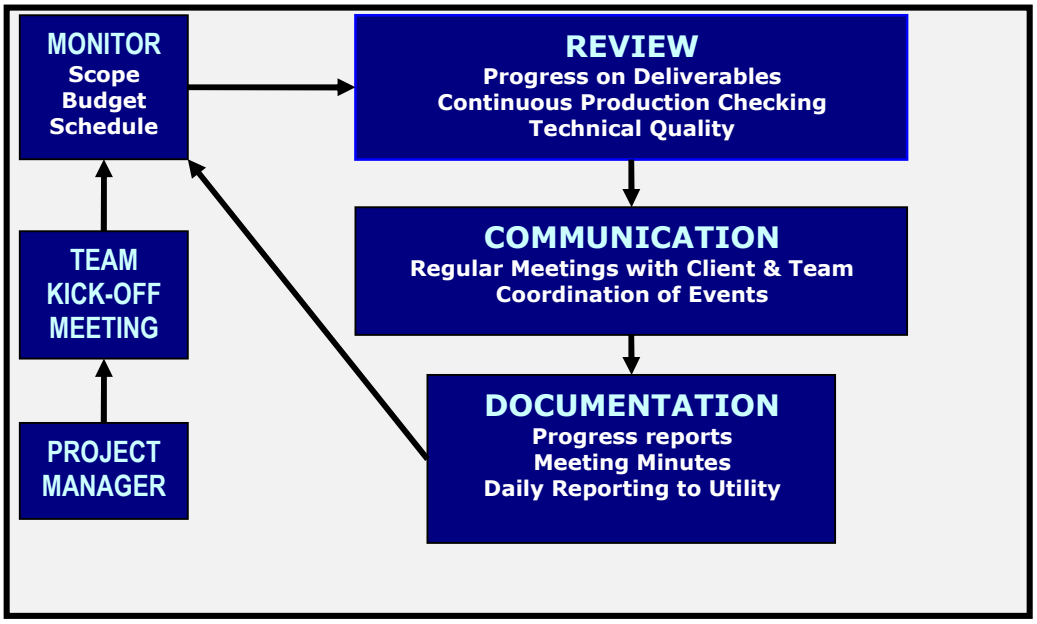
Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

PROJECT MANAGEMENT APPROACH

M.E. Simpson Co., Inc.'s project management approach is what leads to our proven track record to complete projects on time and within the budget established. Based on our past experience, we have developed project management practices that will ensure the Village of Oak Park of effective communication and project tracking throughout this project. We will follow the Project Management Institute (PMI) standards, including the Project Management Body of Knowledge (PMBOK). These globally accepted standards will assure this project is planned, executed, monitored, and controlled in accordance with world class procedures. MESCO has seasoned and experienced managers that will have continuous input, ensuring the results of the Valve Assessment Program exceed the expectations of the Village of Oak Park.

Our project management system establishes - the single project manager – who has the responsibility and authority to act on behalf of M.E. Simpson Co., Inc. This project manager will stay with the project from beginning to the successful completion. The project manager's specific responsibilities include:

- Coordination of all activities in this project
- Establishing key decisions and review milestones during this project
- Preparing an initial project development plan identifying the schedule of work tasks and key personnel to perform the work in the field to meet the milestones and objectives
- Coordinate communications and meetings with the Utility as needed or required to review technical concepts and alternatives, soliciting staff input and coordinating activities with the project team
- Prepare periodic reports as needed and meet with the Utility on a regular basis summarizing project scheduling, progress and maintaining the project within the budget stipulated
- Oversee the execution and development of the project deliverables



Project management remains an important activity during the course of the project and does not stop with the Project Manager. For the valve assessment and exercising program, each member of the project team is dedicated to providing the best valve program that can be attained using the state-of-the-art valve assessment tools, field experience and engineering knowledge. Our team will be made up of experienced water professionals that are

experts in valve assessment and exercising programs along with water meter evaluation/testing (residential, commercial, wholesale, and production meters), fire hydrant maintenance/flow testing, water distribution system hydraulic modeling, and leak detection. It is this combination of experience and knowledge that has helped shape our approach to valve assessments in distribution systems because the team members have the capacity to make on the spot decisions regarding any fine tuning of the program. They will maintain constant communication with the Village of Oak Park and the Project Manager regarding their progress as well as any major issues needing immediate attention and discussion.

For the valve assessment and exercising program, each Project Team member assigned to specific tasks is dedicated to providing the best valve assessment knowledge that can be attained. Each team member is highly experienced in the implementation of the valve programs. It is our team's combination of field experience and engineering knowledge that has shaped our approach to valve assessments and exercising in distribution systems. The individual team members have the capacity to make sound decisions regarding any fine tuning of the program. They will maintain constant communication with the Village of Oak Park and the Project Manager regarding the valve program progress.

MESCO is sure that the selection of our team to perform this work will provide the Village of Oak Park with exceptional experience, sound decision making, and a level of service providing the following advantages:

- A professional team with a specialized expertise in water distribution system assessments
- Highly experienced engineering and field teams with the capacity to provide the highest quality work for the Village of Oak Park.
- A project approach that incorporates interim reporting and continuous input opportunities by the Village of Oak Park and its client.
- Innovative proven techniques developed from the completion of several similar projects that sought the same scope and results as this project.

Project Quality Assurance/Quality Control

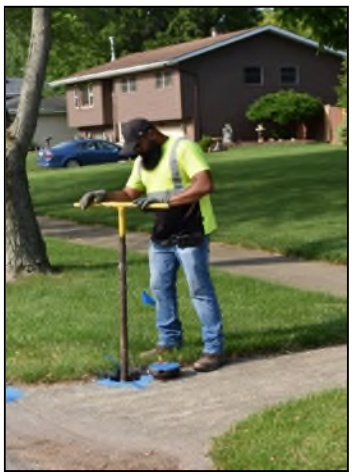
Quality is of the utmost importance to the Project Team – not merely because of the Village of Oak Park, and other client's requirements, but because it is vital to our continued success and viability. Quality management and services bring to all of us the rewards of jobs well done, satisfied Utility staff, and successful projects.

Our QA/QC program is built around several key elements of each participating firm's mission and values which consist of:

- Maintaining a reputation for the highest quality performance
- Client satisfaction
- Continuous process improvement
- Open communication with the field staff and the Utility
- Teamwork

The QA/QC plan for this project is very simple. No work will leave MESCO Team until it has been verified that all the requirements and objectives of the project as well as the requirements of the project QA/QC managers have been met. During the course of the project, the Project Manager and/or the QA/QC manager will meet with the Village of Oak Park to ensure that the work product is technically correct, but also meets the needs and expectations of the Village of Oak Park. Every step will be well documented for progress reports. GIS data is collected in a way that does not allow our technicians to complete a step without first verifying that all necessary

data has been collected. Our administrative staff then proofs the data collected in the field to ensure only the most accurate data is delivered to the client.



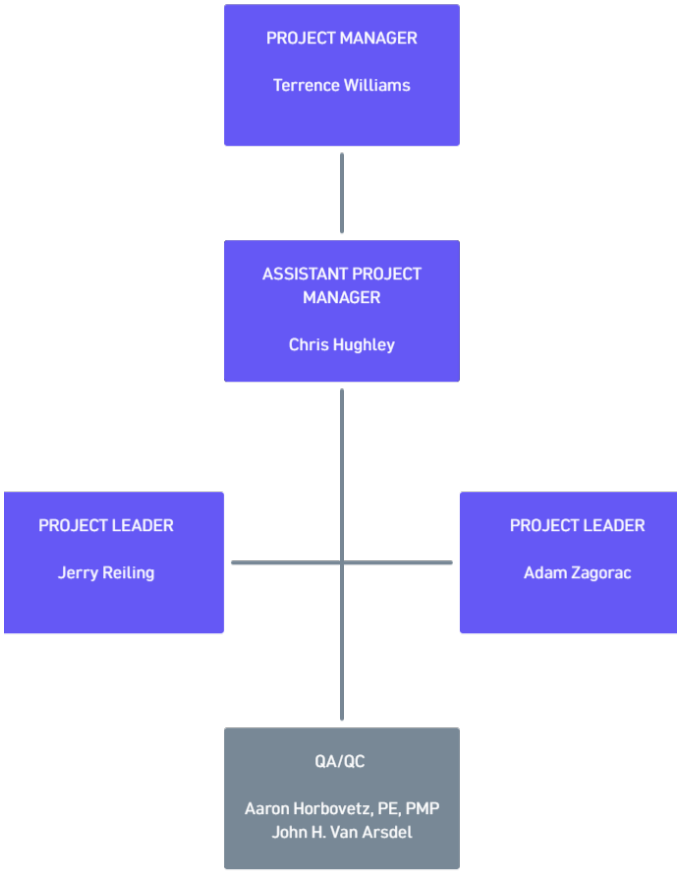
The Project Team's professional services are grounded in sound principles that meet the tests of time from past successes of hundreds of valve assessment and exercise projects and will satisfy the quality requirements of the Scope of Service. Each member of the project team will have a thorough understanding of the project objectives. Every member of the team will apply sound methodology and principles, and are expected to produce quality, accurate and complete documents. The QA/QC procedure has been developed and implemented based on tried and proven methodologies. The prevention of poor-quality service is based on four sound principles:

- **Quality management** of the project by using experienced personnel committed to excellence.
- **Conformance to requirements** by being knowledgeable of all local conditions in the field and keeping abreast of new cutting-edge asset management methods.
- **Prevention of rework and errors** by using teamwork, cross checking the valve program procedures every step of the way and having staff knowledgeable in all aspects of valve assessment and exercising projects.
- **Quality is <u>built in - not added on</u>**. The project management and staff have shown that a quality service is produced when the project tasks are properly sequenced and carried out to the final termination of the program using the built-in system of checks and balances.

EXPERIENCE OF KEY PERSONNEL

Our team brings the necessary experience for a project of this magnitude, as well as the personal attributes needed to serve the The Village of Oak Park with distinction. We offer our clients the highest quality technical and professional services, using state-of-the-art technologies and highly skilled and trained professionals. The M.E. Simpson Co., Inc. team members selected to serve the The Village of Oak Park bring significant experience and a proven track record of delivering timely, cost-effective and sound leak survey solutions.

They share a passionate commitment to client service and attention to detail required for a successful project. The Organizational Chart at right illustrates the Project Team for the Utility's Water Distrubtion System Assessment program. One of the two Project Leaders listed will lead the Project Team in the field. **Two-Man Project Teams will be used at all times during the course of the project for reasons of safety and quality assurance.**



Project Manager: Terrence Williams

Terrence Williams has been with the Company since September 2014. Terrence previously worked in retail management. Terrence is a graduate of Purdue University with a Bachelor of Science in Accounting. Terrence also completed his MBA at Keller Graduate School of Management.

Terrence is currently involved in the preparation of client reports, data quality control, and drafting new paperless database programs. He also has experience in valve location, exercising and mapping, and the use of the state-of-the-art leak detection equipment. Terrence also has experience in fire hydrant and main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

Professional Certifications:

- 30 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Assistant Project Manager: Chris Hughley

Chris Hughley has been with the Company since November 2006. He previously worked in the retail industry before becoming a project leader with M.E. Simpson Company. Chris has traveled all over the country and world completing various projects including jobs in California, New Jersey, Minnesota, Arizona, Georgia and Turkey.

Chris has attended numerous classes and lectures on the operation and maintenance of water meters. He has experience in the maintenance and installation of water meters; in valve location, exercising and mapping; and in the use of state-of-the-art leak detection equipment. Chris is experienced in water meter, fire hydrant and water main capacity flow testing, and the operation of our Polcon® Flow Testing equipment.

Professional Certifications:

- 10 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Project Leader: Jerry Reiling

Jerry Reiling has been with the Company since May 1996. He is a graduate of Purdue University with a B.A. in Physical Education. Jerry previously worked in both the environmental services industries and HVAC for 10 years. He is responsible for day-to-day operations of field crews for the M.E. Simpson Co., Inc. Dyer, Indiana office.

Jerry has over 19 years of experience directing and conducting water loss reduction programs in the field, specifically leak detection and leak locating, along with meter testing. He has completed classes and attended lectures on the operation and maintenance of water meters. Jerry is very experienced in the operation and maintenance of water meters; main line water valve location, exercising and mapping with GPS; hydrant flow testing and hydrant maintenance, Unidirectional Water Main Flushing, use of state-of-the-art leak detection equipment, and the operation of our Polcon® Flow Testing equipment used for hydraulic studies.

Professional Certifications:

- 10 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

Project Leader: Adam Zagorac

Adam Zagorac has been with the Company since December of 2007. Adam has attended numerous classes and lectures related to the operation, maintenance, and installation of water meters, and completed classes in plumbing. Adam has traveled all over the country completing projects in various states including Tennessee, North Carolina, New Jersey, Mississippi, and Oklahoma.

Alfred has experience in the maintenance and installation of water meters; valve location, exercising and mapping; fire hydrant and main capacity flow testing; and the use of state-of-the-art leak detection equipment. He is also experienced in the use of all of our Polcon® Flow Testing equipment.

Professional Certifications:

- 10 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

QA/QC: Aaron M. Horbovetz, PE, PMP

Aaron Horbovetz has been with the Company since September of 1999. In 2004-2005 he was on hiatus to pursue his engineering degree. He returned to M.E. Simpson Co., Inc.in 2006. He earned his degree in Mechanical Engineering from Purdue University, and is a licensed Professional Engineer in the State of Indiana, since 2016. Aaron is also a certified Project Management Professional (PMP®), since 2013. He is a regular presenter at AWWA conferences, since 2012, both at section meetings and at the ACE conferences, and participates in multiple AWWA committees at both the local and national levels.

Aaron has attended numerous classes and lectures related to the operation, maintenance and installation of water meters, and completed classes in plumbing. He has experience in the following: maintenance and installation of water meters; valve location, exercising and mapping, fire hydrant and main capacity flow testing, and the use of state-of-the-art leak detection equipment. Aaron also manages the company's hydraulics services division, including all Pitot testing, pump curve analysis, and C-Factor testing.

Mr. Horbovetz is responsible for the Engineering Division of M.E. Simpson Co., Inc. overseeing many of the more complex programs associated with hydraulic studies and Master Metering services.

Professional Certifications:

- Licensed Professional Engineer, Indiana
- Certified Project Management Professional (PMP)
  - Member of Project Management's Institute Calumet Chapter
- 10 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Extensive traffic control training
- Extensive confined space training

QA/QC: John H. Van Arsdel

John H. Van Arsdel has been with M.E. Simpson Co., Inc. since May 1989. He graduated from Valparaiso University with a B.A. in Geography with an emphasis in Locational Evaluation and Research Design. Additional classes include water operator's classes and seminars on Water Filtration and Distribution, Vulnerability Assessment Class for the Sandia Labs RAM-W method and the RAM-W "modified" for small to medium systems (*licensed for the Sandia Labs RAM-W Method, and the RAM-W "modified" for small to medium water systems*), along with classes related to the operation and maintenance of water meters, and system hydraulics specifically related to the Polcon® Flow Testing equipment.

John has over 37 years of experience directing projects for water utilities including water audits, loss prevention, leak detection programs, meter evaluation and maintenance, flow testing using the Polcon® Flow Testing method (large flow meter assessments, C-factors, pump curves, zone flow measurements), mainline valve assessments (location, exercising and mapping programs), and fire hydrant and main capacity flow testing programs. He has presented numerous classes for continuing education credits for water operators for over 24 years to several local and state water works organizations on Water Loss Reduction including Water Audits, Leak Detection, Meter Testing and Flow Testing. He has presented water loss papers at the AWWA ACE in 2007, 2008, 2009, 2012, 2015, 2016, 2018, and the former DSS (now the WIC), 2010, 2011, 2012, 2014, the NAWL 2015, 2017, and 2019. In 2003, he conducted classes on Vulnerability Assessments and Emergency Response Planning for water utilities and conducted several VA and ERP projects. He served from 2010 to 2014 as Chair of the AWWA Water Loss Control Committee. For the Illinois Section in 2014-2015 he set up the Train the Trainer classes for Water Auditing and trained several sets of trainers and was the lead trainer for the Indiana Section AWWA Water Auditing and

Validation training for 2019-20 that is being handled by the Indiana Finance Authority. John is a Certified Water Audit Level 1 Validator for California and Indiana.

Professional Certifications:

- 30 Hour OSHA Certified for General Industry
- American Red Cross First Aid and CPR with AED Certified
- American Traffic Safety Services Association Flagging Certified
- Certified Water Audit Validator

OPTIONAL SERVICE: HydroV Seized Valve Release

Seized Valve Release Services Program

Our Seized Valve Release Services Program offers water and wastewater utilities a unique, patented solution to release seized valves within their water distribution system's valve infrastructure. M.E. Simpson Co., Inc. is committed to providing skilled personnel and state-of-the-art equipment to perform this work, including the deployment of the HydroV valve release tool to release seized valves, thereby ensuring the safety and efficiency of the water distribution or collection system. With meticulous attention to detail, our teams work diligently to release your seized valve using this patented technology, following AWWA standards and carefully considering valve operational torque specifications to prevent damage. We maintain open communication with utility personnel throughout the process, providing daily progress reports and collaborating on problem resolution. Our final report will be delivered within thirty days of project completion, including detailed documentation of valve release operations and any identified system issues. This data will empower utilities to make informed decisions about system optimization and maintenance.

M.E. Simpson Co., Inc. will provide and use the HydroV technology on selected seized valves in the water distribution system as outlined in the following scope of work:

Item	Description
Resource Provisions	• M.E. Simpson Co., Inc. will supply all necessary resources, including labor, materials, transportation, tools, and equipment • A minimum of Two Persons per team will work on the valve release and assessment at all times
Work Procedures	• Meet with Utility to review guidelines and procedures • Inspect valves on-site before release work and assess vault conditions • Identify Critical Valves for the distribution system in advance; proactively develop a plan for the event of potential valve failure • Identify and document pressure zones • Maintain a progression map for valve assessment • Provide 24-hour notice for off-hours work
Valve Release Site Inspection	• Review water maps with Utility to determine valve locations • Conduct visual inspections to confirm valve presence and accessibility • Vacuum and clean valve enclosures • Assess valves for HydroV tool suitability, ensuring 18 inches clearance • Note any prep work needed by the Utility • Ensure vaults are in good condition and follow Confined Space Entry Procedures

Valve Release Actions	• Arrive on site, park vehicles in a safe location, and set up traffic control • Perform Dynamic/Site-Specific Risk Assessment • Identify valve and set up a safety zone around the area affected by work • Assemble and mount HydroV equipment, set up operator controls at a safe distance • Operate tool with proper hearing protection • Begin valve operation with low settings, increasing torque as needed • Record turns, torque, and vibration readings • Cycle valve as per utility instructions • Remove HydroV equipment once the valve is operable
Safety Measures	• Our commitment to safety is a core principle. Safety procedures will be followed diligently across work sites • Field staff will carry visible identification badges to enhance site organization and safety • Strict adherence to safety specifications will be observed for all procedures and when using any equipment • **Scaffolding and Fall Protection:** Scaffolding and fall protection systems are essential for all above-ground valves. The Utility is responsible for providing, maintaining, and inspecting proper scaffolding and fall protection systems daily, ensuring they meet OSHA standards. • **Trenching/Shoring/Confined Space:** Proper shoring and confined space systems are essential for valve access that requires excavation. The Utility is responsible for providing, maintaining, and inspecting these systems daily, ensuring they meet OSHA standards. • **Traffic Control:** The Utility will handle all traffic control measures, maintaining a safe perimeter around valve assessment sites by Federal (MUTCD), State, County, and local traffic regulations. • M.E. Simpson Co., Inc. will coordinate with the Utility to ensure compliance with all these elevated work safety guidelines • This structured safety approach ensures that all parties are aligned on responsibilities, especially for scaffolding, fall protection, trenching, shoring, confined space, and traffic control, reinforcing the priority of safety across all operations
Operational Guidelines	• Operate all valves with the minimum torque necessary to prevent any potential valve damage • Adhere to maximum torque specifications: 4” gate valves – 300 ft. lbs., 6” and large gate valves – 600 ft. lbs., Butterfly valves – 200 ft. lbs. • Use a back-and-forth process for initial valve closure, turning the valve no more than five (5) times before reversing to two (2) turns • Perform valve operations from fully open to full closure, repeating until no further improvement is observed over a minimum of two (2) and a maximum of seven (7) consecutive ranges of operations • Notify the Water Superintendent 24 hours in advance before work • Utility is responsible for repairing or replacing broken valves

	• *The project team is not responsible for pre-existing conditions that cause valve failure.*
Documentation of Valve Operations	• Digitally document all valve inspections based on current AWWA standards • Record valve operations, locations, and any issues encountered
Quality Control	• Maintain strict adherence to a systematic valve assessment procedure • Two-person teams to ensure oversight • Advanced correlator technology allows for comprehensive leak coverage
Final Reports and Communication	• Regular meetings with the Utility will ensure ongoing communication • Final reports will include all valve documentation, total number of valves operated, valves requiring maintenance, and other problems found in the system during the program that need the attention of the Utility • Reports provided within thirty (30) working days of project completion
Assumptions and Services Provided by the Utility	• Furnish necessary maps, records, and information for valve assessment • Assist in gaining access to sites and provide personnel with water system knowledge as needed • Provide Valve ID numbers, map references, and additional information to facilitate the assessment process
Equipment Used	• All necessary hand tools • Truck-mounted Arrow Board/Signage and warning lights on trucks • Traffic control equipment, including properly sized traffic cones with reflective stripes, when needed or required • A “Schonstedt”/“Chicago Tape” magnetic locator • Truck-mounted or trailer-mounted hydraulic valve operator with adjustable torque control • Portable hydraulic valve operator adjustable torque control • Truck-mounted or trailer mounted Vacuum capable of 300 CFM • Trucks are equipped with either a Honda 6.5 horsepower pump capable of discharging 150 GPM or a Stanley Hydraulic pump capable of discharging 450 GPM • Extendable valve keys for manual operation • HydroV valve release equipment • Trailer-mounted air compressor and hoses • Power source (inverter, generator) and hoses • Power Drive II with Vitals Actuator

Business Entity Search

Entity Information

Entity Name
M.E. SIMPSON COMPANY, INC.

File Number
56401156
Status
ACTIVE

Entity Type
CORPORATION
Type of Corp
FOREIGN BCA

Qualification Date (Foreign)
05-22-1991
State
INDIANA

Duration Date
PERPETUAL

Annual Report Filing Date
04-20-2026
Annual Report Year
2026

Agent Information
ILLINOIS CORPORATION SERVICE COMPANY
801 ADLAI STEVENSON DRIVE
SPRINGFIELD ,IL 62703-4261
Agent Change Date
02-24-2015

Services and More Information

Choose a tab below to view services available to this business and more information about this business.

Available Services | Officers | Assumed Name | Old Corp Name | File History

Purchase Master Entity Certificate of Good Standing

Change of Registered Agent and/or Registered Office (https://apps.ilsos.gov/corpagentchange/)

Adopting Assumed Name (https://apps.ilsos.gov/corpassumednameadoption/)

English