

The Village of Oak Park

Request for Qualifications for On-Call Engineering Services Contract

Submitted by:



July 2, 2021

Contents

Municipal Engineering Services	2
Organization Chart	5
Staff Experience.....	5
Firm Experience.....	6
Objections to Terms	11
Hourly Rate Schedule.....	11
Appendix A: Resumes	12
Appendix B: Forms	29

Municipal Engineering Services

The Village of Oak Park and Baxter & Woodman have worked together on a range of infrastructure for over 15 years. We understand the Village has reduced staffing almost 15% over the past twelve years while projects and constituent services must be maintained. An on-call engineering contracts allows the Village to provide additional support to help manage short term and long term costs. Baxter & Woodman values long-term relationships with many of Oak Park’s peers because our firm’s focus is municipal engineering. Our Statement of Qualifications reflects our history as a multi-disciplined civil engineering consultant who provides on-call Professional Engineering services throughout Chicagoland. We understand Public Works is charged with a wide range of tasks associated with the Village’s Infrastructure. Beyond street maintenance, water delivery, sewer collection, and Capital Improvements, you maintain the Village’s urban forest, manage refuse/recycling, maintain traffic signals and streetlights and maintain municipal facilities and equipment. Our comprehensive experience allows us to help you across various areas you manage.

We are ready to staff, on an as-needed basis, On Call Professional Engineering services that may include:

Grant Writing and Assistance and Potentially Grant Administration

We understand your resources include General Fund, Water and Sewer Fund, Capital Improvements Fund, Motor Fuel Tax Fund, and Environmental Services Fund. Our municipal focus allows us to work on Grants for any of your Divisions: Administration, Engineering, Streets Services, Fleet Services, Building Maintenance, Street Lighting, Forestry, Water and Sewer, and Environmental Services. Baxter & Woodman’s experience with over 50 Grant programs allows us to help Oak Park focus on Scoring Criteria for winning Grant applications. We start using a Draft Score of “Project” or “Equipment” versus Scoring Criteria. The average Grant requires about 40 hours of effort and Oak Park does not have time for wasted effort, therefore, deciding not to pursue an opportunity is part of our consultant guidance.

Winning Grant tactics include:

- Network with Grant Agency staff – We meet with Grant agency staff for existing and forecast funding
- Showcase Proof in Application - Our Grant applications score high as we focus on Scoring Criteria
- Identify Project Readiness – In each Grant application we focus to demonstrate applicant’s readiness
- Notify Local Officials - We meet regularly with local, state, federal, and elected officials

Baxter & Woodman has been providing the Village of Oak Park with various engineering services since 2006!

In the last 15 years we have provided the Village with a wealth of municipal services, including:

- I-290 Water Main Slip Lining
- Risk and Resiliency Assessment
- Water and Sewer Rate Study
- Water Atlas Updates
- Water System GIS Update
- Water System Modeling
- Water System Operations

Design Engineering of Water-Sewer, Roadway, and Bike Projects

We provide Design Engineering for these types of municipal infrastructure investments regularly, often all in the same project. Design Engineering starts with a well-defined scope of the improvements and then an engineering “to-do” list based on hundreds of improvements’ design and eventual construction. Our comprehensive in-house services typically include field evaluations, utility coordination, management and review of geotechnical and/or SUE investigations, stakeholder engagement and agency coordination, topographic and/or right-of-way survey, preparation of design plans, specifications, and cost estimates, permitting, grant/funding applications and assistance with bidding. Improvements on the representative project we’ve designed could consist of roadway reconstruction, curb and gutter repair and/or installation, sidewalk repairs, ADA improvements, bicycle facilities, trails/paths, water main/sanitary/combined/storm sewer repairs, utilities’ installation/relocation, lighting, driveway replacement and access management, Green Infrastructure, pavement markings, signage, and restoration.

Construction Engineering of Water-Sewer, Roadway, and Bike Projects

The six most important tasks of an experienced construction professional are: Prepare, Coordinate, Communicate, Verify, Monitor, and Perform.

We perform this type of work daily and understand issues prior, during, and post construction, so concerns are addressed before they become problems. Construction professionals on Oak Park projects will answer the call when challenges are encountered in the field. Your Resident Engineer will be present during construction and is available 24 hours a day, 7 days a week! Our team has successfully filled this role on construction engineering for more than 250 communities over 75 years!

Assistance with Project Budgeting

We will work with your staff to help them check or develop project, program, and/or equipment budgets. Our extensive municipal budgeting experience provides us and you a variety of construction cost estimating practices. We help develop Capital Improvement Programs for many clients and this includes numerous specific project and program budgets, often for a five-year period. We can provide detailed construction cost estimates for your infrastructure projects using cost estimating programs tempered by ongoing bids and materials’ cost awareness through communication with suppliers, vendors, and contractors. We can prepare planning level “order of magnitude” project budget or detailed construction cost estimates using actual costs from production rates, labor rates, equipment rates, and materials pricing. We approach construction cost estimates for budgeting as a contractor would, pricing the work as it would be bid and constructed.

Assistance in Preparing Traffic Studies

Oak Park’s Central Business District (CBD) is dense and vibrant and always evolving and the residential areas across the Village include commercial strips along key corridors. There is always a development or redevelopment that requires independent traffic analyses and there are other reasons the Village needs help with Traffic Studies. We bring significant experience as numerous communities’ Village Engineer and/or On Call Traffic Engineer for traffic studies, of existing problems and forecast developments, including: two way and all-way stop control analysis, speed studies, school zone traffic control studies, Traffic Signal Warrant Analysis, Origin-Destination Studies, railroad Quiet Zone studies, Traffic Impact Analysis, Intersection Design Studies, and roadway and intersection traffic counts (utilizing MioVision cameras).

We also assist communities by reviewing developer’s consultant traffic study on behalf of the public agency. We have good working relationships with the firms that typically do this work and related agencies including Cook County, IDOT, and CMAP.

Surveying and Construction Staking

Baxter & Woodman’s Survey Department is committed to staying on the cutting-edge of technology. Each staff member averages nearly 20 years of service, making them one of the most qualified Survey Departments in the Midwest. Baxter & Woodman’s survey crews are skilled and versatile in use of Global Navigation Satellite System (GNSS) as a tool to establish horizontal and vertical datums. Understanding GNSS and its limitations are key for the success of any project, and Baxter & Woodman is a leader in the use of this technology. Digital levels are used for transferring vertical data on control points providing high accuracy. Robotic total stations with data collectors are used to collect measurements. Our Survey Department uses attribute libraries within the data collector to enhance the descriptions of collected points. The library can be customized to meet Oak Park’s needs.

Baxter & Woodman IDOT Prequalifications

Special Services - Public Involvement	Special Studies - Feasibility	Special Services - Surveying
Special Plans - Traffic Signals	Location Design Studies - Rehabilitation	Special Services - Mechanical
Special Studies - Traffic Studies	Highways - Freeways	Highways - Roads and Streets
Special Services - Construction Inspection	Location Design Studies - New	Special Plans - Pumping Stations
Hydraulic Reports - Waterways: Typical	Construction/Major Reconstruction	Special Studies - Safety
Hydraulic Reports - Pump Stations	Special Services - Electrical Engineering	Special Services - Sanitary
Special Studies- Location Drainage	Location Design Studies - Reconstruction/	Structures - Highway: Typical
Hydraulic Reports - Waterways: Complex	Major Rehabilitation	Structures - Highway: Simple

Oak Park will enjoy Baxter & Woodman’s flexibility and comprehensiveness. Our average assignment is valued at \$28,000 even as our firm performs approximately \$65 million of engineering annually. Baxter & Woodman serves communities in various capacities, from \$1,000 Task Order to evaluate a sidewalk to our largest contract, with Chicago’s Department of Water Management, for technology consulting at the largest water plant in the world, is over \$13 million in its eighth year.

Sean O'Dell, as your On-Call Engineering Services Manager, directs municipal engineers providing more than traditional engineering study, design, and construction services. Sean is forward thinking and someone you turn to for advice based on trust and respect. With Baxter & Woodman, the Village will have a responsive team that provides one of the most comprehensive ranges of municipal engineering and technology services in Chicagoland.

Baxter & Woodman has provided On-Call Municipal Engineering services for many communities over our 75 years. Achieving your goals will be a direct result of our ongoing partnership with Village staff combined with our team's strengths, including:

1. TIMELY, RELIABLE, AND RESPONSIVE SERVICE

Our municipally focused team has the staff, resources, and expertise to provide the full range of engineering services required by Oak Park. Sean O'Dell's experience assisting Oak Park and your neighbors with engineering, management, operations, and maintenance makes him a great fit to fill this role. Sean is an effective communicator and will work closely with Mr. McKenna, Mr. Welibnicki, and other Village staff to meet your expectations for your wide variety of On Call services.

Sean's Oak Park team includes key staff in the disciplines your RFQ forecast supported by over 300 professionals who work together daily that can provide you with the timely and responsive service you require. We find reliability comes through our relationships – such as last week when our key staff stayed in touch with Public Works staff in Naperville and Woodridge to provide advice and comfort as they worked to maintain their systems while continuing tornado damage assessment and recovery planning. One more example occurred two weeks ago when a contractor colleague called on Monday afternoon asking if we could provide Professional Surveying that week on a project in Lake County. We reviewed workload and confirmed we could add it without jeopardizing other assignments and completed the assignment by Wednesday evening. Our firm is recognized for being timely, reliable, and responsive.

2. REDUCING COSTLY SURPRISES

Baxter & Woodman has a proven history of creating defined scopes of services and delivering projects on time and within budget. We have developed efficiencies when collecting data using state of the art survey equipment and GIS collector applications – we assisted Villa Park with their ADA Transition Plan using an app for mobile access to input information from the field into IDOT's database. Our services on each assignment begin with a high-level feasibility assessment and planning level cost estimate. We also confirm where our Client is obtaining funding for project implementation and for our services – especially to discover if there is need for additional resources. We helped over 50 communities in 2020 scope and budget projects and then scored them for grant applicability in DCEO's Public Infrastructure funding. We helped Beecher win approximately \$1 million of the \$25 million awarded for DCEO's Fast Track program. In addition to early cost analysis with periodic updates, our cost estimates are reviewed by senior staff to provide a fresh perspective and reduce costly surprise.

3. HELPING YOU SAVE TIME, ENERGY, AND MONEY

Baxter & Woodman advocates for sustainable infrastructure and continually educates our staff and Clients on innovative processes and solutions providing a responsible balance of economic, environmental, operational, and social value. We understand Oak Park values cost-conscious solutions that help demonstrate your fiscal responsibility to the public and your residents. Baxter & Woodman performs life-cycle cost analyses to prove that investments in sustainable design can save you money in the long run. Representative sustainable strategies we use include: materials recycling, Green Infrastructure, high efficiency equipment, Performance Contracting, Trenchless Technology for infrastructure rehabilitation (lining), and LED lighting among others. Sean and our key staff are proactive in recommending alternative strategies that save time, energy, resources, and money.

4. ACTING IN YOUR BEST INTEREST

We will work on behalf of the Village with adjacent communities and jurisdictional entities. Baxter & Woodman has extensive experience coordinating with local residents, businesses, utility companies, and regulatory agencies. Agencies such as IDOT, Army Corps of Engineers, Department of Natural Resources, and more are familiar with our staff and quality of our work – resulting in quick responses to questions and timely review/approvals. We have prepared numerous permit submittals to the Metropolitan Water Reclamation District of Greater Chicago. Our cooperative working relationship with District staff, combined with our experience guiding development projects through the review and submittal process, gives us the ability to identify and resolve potential issues before they become points of contention.

Baxter & Woodman worked with the Illinois Environmental Protection Agency (IEPA) for several years to obtain their acceptance of water main lining, which saves municipalities money and is environmentally friendly. We've served over 20 municipalities with this innovative approach to infrastructure rehabilitation. Our experience and long-term relationships with regulatory agencies – for permitting, approvals and/or funding – reinforces our role acting in your best interest.

5. COMMUNICATION & ACCOUNTABILITY

Efficient and effective communication promotes project success and demonstrates a consultant's accountability. We will tailor our management and communications to fit your needs and given our relationships with staff there will be no learning curve. At project startup, communication is a critical component while identifying project limits, infrastructure replacement elements, maintenance of traffic strategies, and coordination requirements. An effective method to begin any project is to conduct a scoping meeting with Village staff. During this meeting, we will determine and document the limits of the study or design, as well as information on key stakeholders, environmental attributes, historic data, etc. We understand you will select one of the consultants from your Task Order pool and from the initial scoping meeting we will develop and submit a specific Scope of Work and fee estimate to the Village for negotiation and approval prior to starting our work.

Project communication is a priority throughout our shared relationship. In addition to the ongoing working relationship between your staff and our team, we will provide Monthly Project Status Reports – to help you and your staff stay up to date during each phase of each On Call assignment and give you the opportunity to provide us with feedback.

We will apply an Oak Park focused Quality Control/Assurance Plan including peer reviews by experienced Senior Engineers, operability reviews by licensed operators, and constructability reviews by the Construction Department. These reviews improve the thoroughness of design and accuracy of the cost estimates. These reviews and our ongoing collaborative communication will provide you accountability.

Organization Chart

We will help you reach your project goals by offering an experienced team, outstanding responsiveness, quality services, commitment to meeting your needs, and conformance to Village requirements.



**Key Personnel*

Project Manager
Sean O'Dell, PE*

PROJECT ENGINEERS		
<p>Grantsmanship John P. Mick, II, PE* Elisa P. Bonkowski, PE</p>	<p>Design Engineering Jonathan B. Trent, PE* Lauren M. Schuld, PE*</p>	<p>Construction Services Stephen R. Wegner, PE* Alexander M. Malakowsky Youssef Y. Chimon</p>
<p>Traffic Studies Jason J. Fluhr, PE, PTOE* Joshua S. Harris, PE, PTOE</p>	<p>Budgeting Matthew D. Washkowiak, PE*</p>	<p>Survey Joseph L. Molidor, SI* Anthony E. Bianchin, PLS</p>

Staff Experience

Team members' qualifications are highlighted in their Resumes in Appendix A.

Firm Experience

Village of Glenview, IL Village Engineering Services

SERVICE DATES:

2009-Present

CONTACT:

Adrianna Webb

Engineering Division Manager

2500 East Lake Avenue

Glenview, IL 60025

847-904-4414

awebb@glenview.il.us

In 2009, the Village of Glenview began exploring alternatives to reduce Village costs without jeopardizing the high level of service that the residents were accustomed to receiving. Baxter & Woodman was selected to provide a variety of services under a consolidated services contract. Our contract was unanimously renewed in 2011, 2015 and 2019.

Flood Improvement Projects:

In 2010, 2014, 2015, and again for 2016, Baxter & Woodman designed several drainage improvements for various locations in the Village lumped into one set of construction plans. Some projects are designed using detailed topographic survey data, while others are designed using Village GIS data supplemented with critical spot elevations. The 2010 project included 2,800 feet of storm sewer ranging in size from 10- to 36-inches (300-feet installed by microtunneling), a rain garden, and installation of two backflow preventers. The 2014 project includes 1,200 feet of storm sewer ranging in size from 10- to 24-inches, 600 feet of new drainage ditch, and a culvert replacement.

Other relevant Municipal Services include:

- Annual Road Improvements (MFT/STP)
- Onsite Class A IEPA Certified Operator
- Capital Improvement Project Design and Construction
- Water System Planning and Design
- GIS, Mapping Services and Survey
- Disinfection System Improvements
- Village-Wide Drainage Inspection Program
- Development Review and Assistance Inspection
- Environmental Engineering and Permitting
- On-Call Traffic Engineering
- Construction Engineering
- NPDES Phase II Assistance
- Funding/Grant Application Assistance



The Village's Harms Road Regional Stormwater project provided stormwater flood relief to more than 1,100 homes.



The Village's Waukegan Road Rain Garden was part of the 2010 Drainage Improvements and funded by the Illinois Green Infrastructure Grant Program.

Village of Plainfield, IL

Village Engineering Services

SERVICE DATES:

2000-Present

CONTACT:

Allen Persons
Director of Public Works
14400 Coil Plus Drive
Plainfield, IL 60544
815-436-3577
apersons@goplainfield.com

Baxter & Woodman has been providing the Village of Plainfield with various engineering services since 2000.

Neighborhood Roadway Resurfacing/Reconstruction

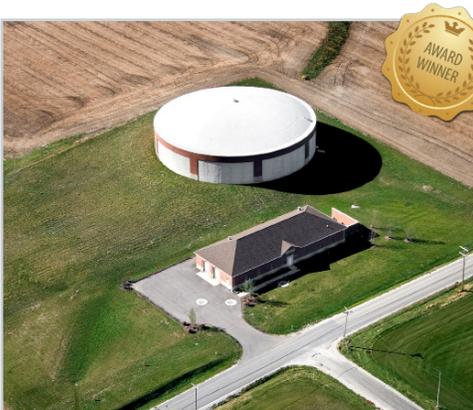
Design and construction engineering for roadway resurface/reconstruction; curb and gutter removal and replacement; storm sewer construction; sanitary sewer repair; water main replacement; installation of street lighting; concrete sidewalk removal and replacement; and parkway restoration.

Other relevant Municipal Services include:

- Annual Road Improvements (MFT/STP)
- Transportation Planning and Corridor Studies
- New Roadway and Intersection Design
- Parking, Streetscape, and Street Lighting
- Water/Wastewater Master Planning
- Water Main/Sanitary Sewer Lining and Replacement
- Environmental Engineering and Permitting
- Bridge/Drainage Structures
- Construction Observation
- GIS, Mapping Services and Survey
- Representation at Technical Advisory Committee for County Stormwater Management
- Local Ordinance Updates
- Various Drainage Investigations and improvements
- Residential/Industrial Development Review
- Funding/Grant Application Assistance



Baxter & Woodman designed the infrastructure improvements for the Village's award-winning downtown revitalization.



Plainfield's Lake Michigan Transmission Main, Pump Station, and Storage Facility received an APWA Project of the Year Award.

Village of South Elgin, IL

Village Engineering Services

SERVICE DATES:

1991-Present

CONTACT:

Dan Mann

Utilities Service Manager

1000 Bowes Road

South Elgin, IL 60177

847-695-2742

dmann@southelgin.com

Baxter & Woodman has been providing the Village with engineering plan review and development construction services since 1991. Over the years, development has waxed and waned but we've been helping the Village consistently. We've reviewed single-family residences in critical areas where preservation of older trees and other environmentally-sensitive areas dictates design requirements. Our standard reviews include single and multi-family residential subdivisions, individual commercial buildings and strip centers, schools, assisted care, and other institutions, and industrial warehouse projects including the entire public infrastructure associated with these developments.

Our plan review services include drainage, grading, utilities and roadway design. Our transportation team designs and inspects the Village's annual Road Improvement Program, and reviews all development roadway designs to ensure consistency with Village standards. To ensure Village Staff comments are included in our reviews, conference calls are held for each project prior to completing the review document. Development review meetings are held with the developers and their design teams to review the larger issues and ensure the development team understands the Village's expectations and to resolve any potential design concerns on both sides of the table. During periods of high growth, biweekly review coordination meetings were held with staff from Baxter & Woodman· Public Works and Community Development.



Traffic Engineering & Pavement Management

mains crossing sewers at non-standard depths. It's much easier to locate these points while the trenches are open. This information becomes part of the record drawing submittals. Baxter & Woodman incorporates these records into the Village's GIS and the costs are borne by the developer.

Since we also oversee all development construction work, we work closely with Village Staff to provide seamless transitions from plan review, approval and permitting to construction. Plan review personnel communicate notable issues on each site to construction personnel. Established pre-construction meeting checklists and formats are used to communicate these and other concerns to the development construction team. We confirm the appropriate permits and bonds are in place, establish lines of communication and introduce the decision makers to each other.

South Elgin's wastewater is treated by the Fox River Water Reclamation District which requires full-time inspection of new sanitary sewers. Baxter & Woodman's inspection team is familiar to FRWRD so we provide these services on behalf of the Village to ensure FRWRD's requirements are met and appropriate improvements will be accepted by FRWRD as well as the Village. Outside of sanitary sewers, the Village establishes how much inspection (i.e., full- or part-time) is needed for the various aspects of each project.

Village of Round Lake, IL

Village Engineering Services

SERVICE DATES:

1997-Present

CONTACT:

Dan MacGillis

Mayor

442 North Cedar Lake

Round Lake IL 60073

847-546-5400

dmacgillis@eroundlake.com

Baxter & Woodman has been providing the Village of Round Lake with various municipal engineering services since 1997. Here are some relevant examples:

- General Engineering Services
- Capital Project Planning
- Annual Street Improvements
- Bridge Design and Repair
- Annual Utility Improvements
(water, sewer, storm sewer)
- Water and Sewer User Rate Study
- Sanitary Sewer Investigations
- Water System Modeling
- Stormwater Enforcement Duties
- Development Plan Review
- Regulatory Coordination
- Surveying/Easement Plats
- IT/SCADA Support
- Funding/Grant Application Assistance



Hart Road Improvements - 2015 APWA Project of the Year. The improvements reduced traffic congestion along the Hart Road corridor and at the Cedar Lake Road intersection, and improved safety conditions for pedestrians and students attending John T. Magee Middle School and Round Lake High School.

I just wanted to express my appreciation for the team from Baxter & Woodman... they were with us from the very beginning of the project until the end. You finished ahead of schedule which is impressive. Job Well Done!

- Mayor Dan MacGillis

Village of Lisle, IL

Village Engineering Services

SERVICE DATES:

2019-Present

CONTACT:

Jason Elias
Public Works Director
4907 Yackley Avenue
Lisle, IL 60532
630-271-4171
jelias@villageoflisle.org



Other Projects Since 2019:

- Engineering Technician Assistance
- Water Main Design & Construction Engineering
- Pavement Management Report
- Water System Improvements
- Water Model, Master Plan and Rate Study
- Risk & Resiliency Evaluation
- LMO-2 Assistance
- Minor Traffic Studies
- Chlorine Water System Improvements

The Village of Lisle selected Baxter & Woodman to provide a variety of services under a consolidated services contract. This required a member of the Baxter & Woodman team to be a Village Engineer and commit to onsite work three days a week.

Relevant Municipal Services include:

- Perform duties as assigned by the Community Development and Public Works Departments
- Perform stormwater and civil reviews of construction plans for compliance with applicable Village codes and ordinances including the DuPage County Countywide Stormwater Management Ordinance
- Serve as the appointed Village Stormwater Administrator
- Document work including review notes, deficiencies, permit status and contacts with customers
- Assist with maintaining compliance with requirements of outside agencies
- Assist in developing project scopes, budget costs and schedules for Capital Projects
- Prepare miscellaneous evaluations, studies, reviews and inspections.
- Mentor and assist staff with Public Works administration
- Assist with budget management, procurement, small project management and operations
- Establish working relationships and coordinate with other public agencies
- Work with private utilities involving engineering matters affecting the Village
- Administer the Village's Community Rating System Program and National Flood Insurance Program, and on an annual basis provide recommendations to improve the Village's Community Rating System
- Administer compliance with the Village's requirements pursuant to the National Pollutant Discharge Elimination System (NPDES) including implementation of NPDES requirements that apply to proposed private development and construction (through-plan checks) as well as to Village facilities and capital improvement projects, and on an annual basis provide recommendations to improve the Village's NPDES Program

Objections to Terms

Baxter & Woodman has no objections to the contract terms.

Hourly Rate Schedule

BAXTER & WOODMAN, INC.
2021 HOURLY BILLING RATES AND EXPENSE ITEMS
FOR PROFESSIONAL SERVICES

EMPLOYEE CLASSIFICATION	HOURLY BILLING RATES
Executive Vice President	\$225
Vice President	\$210
Engineer V	\$195
Engineer IV	\$170
Engineer III	\$150
Engineer II	\$130
Engineer I	\$110
Engineering Intern	\$60
Construction Manager	\$165
Engineering Tech V	\$145
Engineering Tech IV	\$135
Engineering Tech III	\$120
Engineering Tech II	\$95
Engineering Tech I	\$85
Environmental Scientist V	\$165
Environmental Scientist IV	\$140
Environmental Scientist III	\$130
Environmental Scientist II	\$100
Environmental Scientist I	\$80
Professional Surveyor	\$170
Survey Manager	\$125
Surveyor, Project	\$100
Spatial Technology Manager	\$165
Spatial Technology Professional III	\$140
Spatial Technology Professional II	\$115
Spatial Technology Professional I	\$100
Production Manager	\$160
CADD Tech III	\$130
CADD Tech II	\$120
CADD Tech I	\$80
Administrative Support III	\$85
Administrative Support II	\$75
Administrative Support I	\$60
Marketing Professional I to IV	\$120
Accounting Professional I to IV	\$100
IT Professional I to III	\$100

Hourly rates for inspection services do not include any overtime.

The Engineer may adjust the hourly billing rate and out-of-pocket expenses on or about January 1 of each subsequent year and will send the new schedule to the Owner.

Hourly Billing Rates include direct labor and indirect overhead expenses, readiness to serve, and profit, and are for 8 hours/day and 40 hours/week regularly scheduled work hours.

Personal-owned vehicle Mileage Charges will be reimbursed at the rate set by the U.S. Internal Revenue Service.

Company-owned/leased vehicle usage will be reimbursed at a rate of \$65.00 per diem or \$32.50 per half diem. Traffic Counters \$50/day.

Miovision Traffic System usage will be reimbursed at a rate of \$600.00 per diem and \$24.00 per hour processing.

Sub-consultant costs will be reimbursed at their invoice costs plus 5%

Flow Meter Units will be reimbursed at a rate of \$750.00 per month.

Data Collection Equipment usage will be reimbursed at a rate of \$1,500/month or \$500/week

IDOT has indicated that Baxter & Woodman's IDOT total 2021 annual transportation fee capacity is \$44,000,000, and our payroll burden and fringe expense rate and general and administrative expense rate totaling 143.55% are approved on a provisional basis. We would use this overhead factor during negotiations during non-task order services.

Appendix A: Resumes

Education

B.S. Civil Engineering,
Bradley University, 2002

Joined Firm in 2002

Years of Experience: 19

Location: Mokena, IL

Registrations

Licensed Professional Engineer:
Illinois

Honors & Awards

2015 APWA National
Young Leader Award

2014 Young Leader Award,
APWA Chicago Metro Chapter

Associations

2017 President of Chicago
APWA Metro Chapter

2015 Vice President of Chicago
APWA Metro Chapter

2014 Treasurer of Chicago
APWA Metro Chapter

2013 President, APWA
Southwest Branch of Chicago
Metro Chapter

Illinois Public Service Institute
Advisory Committee Member &
2013 Graduate

Illinois Section of AWWA
(YP Committee)

IWEA, WEF

Papers/Presentations

Water Main Rehabilitation:

Sean's focus and expertise is in the planning, design, and rehabilitation of water and wastewater infrastructure. He works closely with municipalities and sanitary districts on planning infrastructure to serve growth and redevelopment areas. Sean's experience with a variety of water, wastewater, stormwater management, and transportation projects has made him proficient in master planning, design, watershed modeling, survey, and GPS. Sean leads the firm's Global Water Group and is also a member of our Trenchless Technology Committee, which meets regularly to discuss and evaluated the industry's newest trenchless construction methods and materials. He is certified in evaluating sewer structural conditions through the PACP (Pipeline Assessment and Certification Program).

Representative Projects

Oak Park, IL
I-290 Water Main Slip-lining
Project Manager
Time on Project: 92 hours

Project Manager for this award-winning, fast-tracked water main rehabilitation using trenchless slip-lining under I-290 expressway. A two-week improvement completion facilitated the advancing progress of the I-290 2010 road resurfacing project.

Plainfield, IL
127th Street Lake Michigan Pumping Station
Project Engineer
Time on Project: 154 hours

Lead Project Engineer for the design of this project. In 2004, Baxter & Woodman began designing a pumping station and ground storage tank to allow the Village to receive Lake Michigan water from Illinois American Water Company and to pump it into the distribution system. Both projects started construction in 2005 and were completed in Fall 2006. The ground storage tank is a five million gallon prestressed concrete tank equipped with mixing valves. The pumping station was designed with an initial capacity of 15 million gallons per day (mgd). The station contains two 250 horsepower pumps to pump from the tank to the Village's low pressure zone and two 400 horsepower pumps to pump to the high pressure zone. Two features were included in the station to reduce pumping and electrical cost: a bypass line was installed to allow water to flow directly into the low pressure zone when the incoming pressure is above 50 psi and three 100 hp booster pumps were also installed to pump directly from the incoming transmission main to the high pressure zone. The pumping station was designed to accommodate three additional pumps to increase the ultimate capacity to 28 mgd to serve a population of 140,000.

Plainfield, IL
Lake Michigan Water Transmission Main - Design/Build
Project Engineer
Time on Project: 55 hours

Project Engineer for the design and construction of approximately 12,500 lineal

- AWWA National Distribution Conf, September 2013 (Itasca, IL)
- SPWDA, August 2013 (Flossmoor, IL)
- B&W Client Seminar, March 2013 (Itasca, IL)
- MSTT, April 2012 (Joliet, IL)
- ISAWWA Webinars - January 2012, August 2011 (web only)
- NASTT, No-Dig Show, March 2012 (Nashville, TN) (co-writer)
- IIT Graduate Seminar, November 2011 (Chicago IL)
- ISAWWA Watercon, March 2011 (Springfield, IL)
- APWA, Chicago Metro Expo, May 2010 (Schaumburg, IL)

Anaerobic Digester Foaming:

- WEFTEC, October 2012 (New Orleans, LA)
- CSWEA, May 2012 (St. Charles, IL)

Inflow and Infiltration Removal – Public and Private Property:

- APWA, Southwest Branch Seminar, April 2012 (New Lenox, IL)

Lake Michigan Water Conversion and Pumping Station Design:

- ISAWWA Annual Conference, March 2008 (Springfield, IL)
- APWA, Southwest Branch Awards, January 2008 (Joliet, IL)

Illinois Public Service Institute, Lessons Learned:

- APWA, Southwest Branch Meeting, November 2012 (Joliet, IL)

feet of 20-inch water main and 1,050 lineal feet of 18-inch sewer. This transmission main allowed the Village to convert from a deep well system to a Lake Michigan Water supply. The improvements were constructed along 127th Street from Illinois Route 59 east to Essington Road, where the Village connected to a 20-inch water main on the northeast corner of 127th Street and Essington Road in the Village of Bolingbrook. The project required obtaining easements along the north and south sides of 127th Street to accommodate the sewer and water main. The water main and sewer were installed in jacked casings across Illinois Route 59. The project also required permitting with the IDNR and the Army Corps of Engineers to install the water main by open cut across the DuPage River.

Project Engineer for design and construction for trunk sewer improvements completed in conjunction with a water transmission main project. The project included open cut installation and jacking in a steel casing under Illinois Route 59. The 18-inch trunk sewer was approximately 1,050 feet in length. This project was planned in the Sanitary Sewer Master Plan that was created by Baxter & Woodman.

Joliet, IL

Five-Year Water Main Improvement Program

Project Manager

Time on Project: 96 hours

Project Manager for development of a five-year capital improvement program funded by an IEPA low-interest loan. Projects were prioritized by analyzing water main breaks and criticality, existing fire flows, and number of customers. Twenty-three projects were selected for the five-year program with a total estimated cost of nearly \$37 million. Baxter & Woodman prepared a project planning report and obtained IEPA approval for the 23 projects. The scope of services also included a review of the City's existing GIS system and a memo summarizing recommended improvements to the City database.

LaGrange, IL

Project Manager

Time on Project: 4 hours

Baxter & Woodman provides design and construction engineering for annual water main replacements. Since 2017, many of the project locations include private lead water services, as identified in a recent water meter replacement project. Services include helping Village staff and contractor confirm lead water services, develop access agreements, inspect internal plumbing, and coordination assistance for private property water services replacements.

Elmhurst, IL

Water Meter Replacement Program

Project Manager

Time on Project: 23 hours

Sean worked with the City to assist with the planning, design, and construction for their Water Meter Replacement Program. To receive funding from the Public Water Supply Loan Program (PWSLP) administered by the Illinois Environmental Protection Agency (IEPA), Baxter & Woodman had to prepare a project plan approved by the IEPA, and complete an IEPA loan application package.

Education

B.S., Civil Engineering
Bradley University, 2010

Joined Firm in 2011

Years of Experience: 11

Location: Chicago, IL

Registrations

Licensed Professional Engineer:
Illinois

Associations

American Public Works
Association – City Branch
Secretary, 2018-2020
Treasurer, 2020-Present

Internal Involvement

Transportation Department
Training Coordinator, 2019-Present
Break To Educate Speaker, 2020-
Present

401k Committee
Member, 2020-2021
Secretary, 2021-Present

Jon is a Transportation Engineer with design and construction experience in various roadway and infrastructure projects. His expertise includes annual street maintenance programs, roadway rehabilitation and reconstruction projects, and improvements of water main, storm sewer, and sanitary sewer infrastructure. Jon’s practical perspective, attention to detail, and work ethic make him a valuable asset to our firm.

Representative Projects

Lincolnwood, IL
2021 Infrastructure Improvements
Project Manager

Time Assigned to Project: 275 hours

Project Manager for the design of 1.4 miles of water main replacement and 3.2 miles of MFT funded roadway improvements. Work included water main replacement, water service replacements, lead service coordination, combined sewer replacements, HMA pavement resurfacing/rehabilitation, curb and gutter spot repairs, ADA sidewalk updates, and driveway & parkway restorations. Design of this project included IDOT approval for MFT funding and permitting from IEPA & MWRD.

Glenview, IL
2012-Present Core Design of the 2012-2024 Capital Improvements Programs
Project Manager/Project Engineer

Time Assigned to Project: Approximately 1,400 hours/year

Project Engineer and Project Manager for annual Capital Improvement programs, including water main improvements, storm sewer improvements, sanitary sewer improvements, roadway improvements, bike and pedestrian improvements, and various civil engineering projects. Assisted the Village with implementation of CIP projects from planning level cost estimates through project bidding. A typical design year also includes permit coordination with IDOT, CCDOTH, MWRD, and IEPA. Also responsible for on-call engineering assistance of various civil engineering projects.

South Elgin, IL
2017 Downtown Streetscape and Utility Improvements – 2019 APWA Award Winner

Project Engineer

Time Assigned to Project: 463 hours

Project Engineer responsible for the preparation of plans, cost estimate, specifications, and contract bid documents for 1.9 miles of roadways within the Village. The project consisted of water main replacement, storm sewer construction, sanitary sewer spot repairs, utility relocations, tree removal, earth excavation, subgrade repairs, aggregate base repair and preparation of base, curb and gutter construction, hot-mix asphalt installation, pavement patching, sidewalk construction, decorative brick installation, street lighting installation, and driveway and parkway restorations. Design of this project included IDOT approval for MFT funding, storm sewer modeling, wetland delineation, and IEPA permitting. This project won a project award from the American Public Works Association (APWA) Fox Valley Branch for “Transportation – Less than \$5 Million”.

**Park Ridge, IL
2021 Summit Avenue Improvements
Project Manager**

Time Assigned to Project: 75 hours

Project Manager for the design of 0.3 miles of Rebuild Illinois Bond Funded (RBI) roadway improvements. Work included complete curb & gutter replacement, ADA sidewalk updates, repairing and grinding existing concrete pavement, and overlaying with hot-mix asphalt. Design of this project included IDOT approval for RBI funding.

**South Elgin, IL
2021 Street Improvements
Project Manager**

Time Assigned to Project: 90 hours

Project Manager for the design of the annual MFT street improvement program. Project consisted of approximately 50,000 square yards of HMA pavement resurfacing/rehabilitation, curb and gutter spot repairs, ADA sidewalk updates, storm sewer installation, minor sanitary and storm sewer repairs, and driveway & parkway restorations.

**Glenview, IL
Waukegan Road and Glenview Road Water Main Connections
Project Manager**

Time Assigned to Project: 80 hours

Project Manager for the design of water main replacement work at the intersection of Waukegan Road and Glenview Road. Design work included a traffic detour route, traffic control staging, and applying for permits from IDOT and IEPA.

**Glenview, IL
East of Harms Phase II Drainage Improvements
Project Manager**

Time Assigned to Project: 250 hours

Project Manager responsible for the preparation of plans, cost estimate, specifications, and contract bid documents. Project consisted of approximately 5,500 feet of water main replacement, 4,800 feet of storm sewer construction ranging from 12-inches to 54-inches in diameter, sanitary sewer spot repairs, curb and gutter replacement and spot repairs, concrete pavement removal, HMA pavement replacement and reconstruction, HMA trench paving, HMA resurfacing, and driveway and parkway restorations. Design work also included coordination with MWRD for project funding and coordination with IEPA, CCDOTH, and MWRD for permitting.

**Glenview, IL & Kenilworth, IL
2018 Street Improvements
Project Manager**

Time Assigned to Project: 85 hours

Project Manager for the design of the annual MFT street improvement program. This project was a combined bid between the Villages of Glenview and Kenilworth. Project consisted of approximately 40,000 square yards of HMA pavement resurfacing/rehabilitation, curb and gutter spot repairs, ADA sidewalk updates, storm sewer installation, minor sanitary and storm sewer repairs, and driveway & parkway restorations.

Education

MEng., Public Works
(Infrastructure Engineering and
Management)
Illinois Institute of Technology,
2020

B.S., Civil Engineering
Bradley University 2012

Joined Firm in 2012

Years of Experience: 9

Location: Chicago, IL

Associations

Illinois Section American Water
Works Association, Young
Professionals Committee Chair,
Diversity and Inclusion
Committee Member

Certifications

Licensed Professional Engineer:
Illinois

Honors

2021 Young Professional
Excellence Award, Illinois
Section – American Water
Works Association

Lauren is an infrastructure engineer who specializes in the design and analysis of water distribution systems. She serves as project manager and project engineer for a variety of municipal projects. Her project experience includes preliminary studies, hydraulic modeling, master planning, design and permitting, and water and sewer rate studies.

Representative Projects

Joliet, IL

2017-Present Water Main Improvement Program

Project Engineer/Project Manager

Time Assigned to Project: 3,094 hours

Project Engineer and Project Manager for annual Water Main Improvement program, totaling more than more than 25 miles of water main replacement 2017-2021. Assisted the City with the development of an ongoing water system capital improvement program and implementation of CIP projects from planning level cost estimates through project bidding. A typical design year includes permit coordination with IEPA, IDOT, Will County DOT. Also responsible for on-call engineering assistance of various water system projects.

Joliet, IL

Lead Service Line Replacement Program

Project Manager

Time Assigned to Project: 105 hours

Project Manager for planning and design services to replace approximately 800 lead service lines using the Lead Service Line Replacement principal forgiveness program in FY 2020 and FY 2021. Locations of lead service lines were identified using the City's lead service inventory, along with information collected during City inspections and a water service potholing program. Property owners were notified and given the opportunity to have their lead water service replaced at no cost.

Westmont, IL

2012-Present Water Main Improvements

Project Engineer/Project Manager

Time Assigned to Project: 1,181 hours

Project Engineer and Project Manager for annual water main replacement projects. Provides design engineering services for water main replacement on in various locations within the Village. Annual projects replace approximately 4,000 lineal feet of existing 6-inch water main with new 8-inch water main, including new valves, hydrants, fittings, water services, and complete surface restoration.

Villa Park, IL

South Michigan Street Improvements

Project Engineer

Time Assigned to Project: 52 hours

Design Engineer for improvements to South Michigan Avenue between Park Boulevard and Madison Avenue, approximately 2,600 feet. Improvements included roadway reconstruction, curb and gutter installation, sidewalk repairs, storm sewer installation, water main repairs, sanitary sewer repairs, driveway replacement, pavement markings, and parkway restoration.

Villa Park, IL
Ridge Road Water Main and Street Improvements
Project Engineer

Time Assigned to Project: 72 hours

Design Engineer for CDBG and locally funded improvements to Ridge Road from Yale Avenue to Ardmore Avenue, approximately 1,200 feet. Improvements included roadway reconstruction, curb and gutter installation, sidewalk repairs, water main installation, sanitary sewer repairs, driveway replacement, pavement markings, and parkway restoration.

Villa Park, IL
N. Princeton Avenue Water Main Replacement
Design Engineer

Time Assigned to Project: 140 hours

Design engineering services for the installation of 1,200 feet of water main improvements on Princeton Avenue between Terrace Street and Plymouth Street.

Villa Park, IL
Yale Avenue Water Main Replacement
Project Engineer

Time Assigned to Project: 60 hours

Project Engineer for the installation of 1,500 feet of water main improvements on Yale Avenue between Schiller Street and Plymouth Street. Improvements included roadway reconstruction, curb and gutter installation, sidewalk repairs, open cut water main installation, jack and bore water main installation under CN Railroad, driveway replacement, pavement markings, and parkway restoration.

Joliet, IL
Water Model and Master Plan
Project Engineer

Time Assigned to Project: 131 hours

Project Engineer developing a WaterGEMS hydraulic water model in order to identify and prioritize future water system projects. The City experiences 250 main breaks a year and one of the primary goals of the water model project is to establish a long-term infrastructure replacement plan.

Naperville, IL
Water Asset Evaluation
Project Engineer

Time Assigned to Project: 143 hours

Project Engineer assisting the City with a comprehensive asset evaluation of the City's water supply sites and water distribution network and develop a long term plan for the next 5, 10, and 20 years. Baxter & Woodman teamed with Carollo Engineers on the City's Water Asset Evaluation. The project consists of reviewing the City's water supply sites, developing an inventory of the City's facilities, scoring water supply assets probability of failure and consequence of failure, and prioritizing water main and water supply facilities repair/replacement by risk of failure. The project also consists of establishing a Capital Improvement Program to assist the City manage its water main distribution and water supply assets.

Education

BS, Civil Engineering, University of Illinois, 1983

Joined Firm in 2016

Years of Experience: 38

Location: Naperville, IL

Registrations

Licensed Professional Engineer: Illinois

Licensed Professional Engineer: Colorado

IDOT Certifications

Documentation of Contract Quantities (Cert. 19-15473)

Associations

Illinois Road and Transportation Builders Association

American Public Works Association

Steve has over 35 years of design and construction engineering expertise. His successfully completed diverse projects have included roadway and utility improvements, reconstruction of an existing Metra train station, hydrological surveys, and bridge inspections. Four of his projects have won APWA's Project of the Year award in different categories. Steve is also a registered diver who has performed underwater inspections of over 1,200 structures throughout the world.

Representative Projects

DeKalb, IL

2018 CDBG Roadway Improvements

Project Manager

Time Assigned to Project: 21 hours

Construction Project Manager for this project that consisted of hot-mix asphalt roadway resurfacing, pavement patching, aggregate base repairs, combination concrete curb and gutter removal and replacement, concrete sidewalk replacement, ADA ramp improvements, storm sewer improvements, pavement markings, landscape restoration, and other miscellaneous items of work.

LaGrange, IL

Lot 8 and Village Hall Lot Reconstruction

Project Manager

Time Assigned to Project: 63 hours

Construction Project Manager for the reconstruction of two parking lots in the downtown area. The Village received a grant from the MWRD. The project consisted of replacing the existing HMA parking lots with permeable pavers. In order to maintain access to the businesses located behind Lot 8, the parking lot had to be constructed in halves.

Illinois Department of Transportation

PTB 178/06 Phase I/II/III Various Project Management, Various Routes, Various Counties, District One

Project Manager

Time Assigned to Project: 4,760 hours

Baxter & Woodman acted as a subconsultant on a task order contract supporting IDOT staff in managing local agency projects utilizing Federal, State, and MFT funds. This work involves working directly with the local agency and their consulting firms as well as other bureaus in the department. Work Orders under a blanket agreement are negotiated and authorized by the department on an as-needed basis.

As part of a Baxter & Woodman contract with IDOT, Steve spent more than two years onsite at IDOT as an Agreement Engineer in District One's Bureau of Local Roads and Streets supporting IDOT staff with the management of local agency federally funded agreements. This work involved coordinating directly with the local agency, their consulting firms, Planning Liaisons, and other Bureaus in IDOT.

Tasks included the following:

- Reviewed, corrected, and submitted to the Central Office funding and engineering agreements for all federal and IDOT funded Phase I, II, and III projects in District 1

- Participated in educational presentations to educate the local agencies and their consultants in the agreement and QBS processes.
- Reviewed documents for Phase III to create maintenance addendums for IDOT or the local agency
- Managed and monitored progress/schedule of all agreements for the IDOT lettings
- Coordinated with IDOT Bureaus of Construction, Traffic, and Maintenance to obtain various reviews and approvals

Round Lake, IL

2019 Street Improvements

Project Manager

Time Assigned to Project: 57 hours

Construction Project Manager for this program, which included work on streets in a residential neighborhood in the Village. Improvements include hot-mix asphalt surface removal, base patching, spot curb and gutter removal and replacement, sidewalk removal and replacement, surface course, adjustment of drainage structures, sign replacement, parkway restoration, and other incidental and miscellaneous items of work on various roadways within the Village using MFT Maintenance and Corporate funds.

South Elgin, IL

2019 Streets Program

Project Manager

Time Assigned to Project: 140 hours

Construction Project Manager for this project, which included work on nearly four miles of street throughout the Village. Improvements include hot-mix asphalt surface removal, pavement removal and patching, spot curb and gutter removal and replacement, sidewalk removal and replacement to meet ADA requirements, preparation of aggregate base, hot-mix asphalt binder and surface course, adjustment of drainage structures, sign replacement, parkway restoration, and other incidental and miscellaneous items of work on various roadways within the Village.

LaGrange, IL

2019-2020 Neighborhood Roadway Project

Project Manager

Time Assigned to Project: 105 hours

Construction Project Manager for the reconstruction of Blackstone Avenue and Ash Avenue in the Village. The MFT funded project included the removal of all pavement and curb and gutter, base patching, sidewalk removal and replacement to meet ADA requirements, adjustment of drainage structures, parkway restoration, and other incidental and miscellaneous items of work. The project was located in front of a grammar school and required a strict deadline to hold the contractor to defined deadline.

Cary, IL

US Route 14 Sidewalk Improvements

Project Manager

Time Assigned to Project: 35 hours

Project Manager for the construction of new sidewalk along US Route 14. The project included drainage improvement, signal modifications, and restoration.

Education

B.S., Civil Engineering
Marquette University, 1999

Joined Firm in 1999

Years of Experience: 22

Location: Crystal Lake, IL

Registrations

Licensed Professional Engineer:
Illinois

Licensed Professional Engineer:
Wisconsin

Certifications

Professional Traffic Operations
Engineer™, certified by the
Institute of Transportation
Engineers, 2007

Associations

American Society of Civil
Engineers

Institute of Transportation
Engineers

Presentations

*“Street Improvements
Management”* – APWA City
Branch/CDOT Lunch & Learn,
February 2017; APWA City
Branch/Cook County Lunch &
Learn, May 2017; APWA
Southwest Branch Lunch &
Learn, November 2017 and
APWA Annual Expo 2018

*“Constructing ADA Compliant
Ramps and Sidewalks”* – B&W
Construction Group Training,
February 2015

Jason is a Certified Professional Traffic Operations Engineer and a Project Manager for a variety of municipal, county, and large agency transportation projects. His design and construction engineering background includes field engineer, program management, roadway reconstruction, roundabouts, streetscape, intersection improvements, bike paths, traffic studies, traffic operations, and roadway maintenance.

Jason has led several federally funded, state funded, and locally funded projects. He is adept at coordinating these complex projects with the local agencies, Illinois Department of Transportation, and through active communications with the contractors.

Representative Projects

College of Lake County, IL
Traffic and Traffic Control Warrants Study 2019
Project Manager

Time Assigned to Project: 14 hours

The College of Lake County’s Grayslake campus wanted to upgrade all traffic control and pedestrian facilities to current standards to assist with enforcement and protect against liability. Baxter & Woodman completed a comprehensive evaluation of regulatory traffic control signage, pedestrian crossings, ADA sidewalk curb ramps, traffic circulation within campus, traffic signal warrants at major intersections, and a roundabout feasibility analysis at the entrance to the campus. The final report provided the College with a roadmap to implement necessary improvements including moving or eliminating some pedestrian crossings, removing or adding stop signs and pedestrian signs, recommending traffic circulating improvements in parking lots, and a preliminary analysis of a roundabout at entrance to the College.

South Elgin, IL
Various Traffic Control Studies – On Call Services
Project Manager

Time Assigned to Project: 10-20 hours/year

Project Manager serving as the Village’s engineer for on call traffic control studies and has completed several of the following studies over the past five years including two-way stop warrant analysis, all-way stop warrant analysis, speed studies, school zone traffic control studies, and rail road quiet zone studies.

Kenilworth, IL
Land Use Planning
Project Engineer
Time Assigned to Project: 22 hours

Baxter & Woodman worked with Teska Associates for this project as a traffic engineering expert. The project involved assisting the Village’s planning department with creating concepts for realigning a dangerous intersection along Green Bay Road that would make the intersection safer while providing a redevelopment opportunity along the Village’s main business district.

Franklin Park, IL
Grand Avenue and Manheim Road Traffic Studies

“Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way” – B&W Transportation Group Training, December 2014

Continuing Education

“ADA Compliance” APWA Luncheon, February 2016

“Traffic Engineering & Safety Conference” October 2014

“The Art of Mini-Roundabouts” September 2014

“Effectively Managing Technical Teams” July 2014

“A Closer Look at Road Diets” - FHWA, March 2013

“Midwestern States Regional In-Place Recycling Conference” September 2013

“IDOT/ACEC Region 1 Seminar: Understanding the Local Roads Process from Agreements through Construction” March 2013

“WisDOT Traffic Engineering Technical Briefing” February 2011

“Traffic Management Expo 2010” November 2010

“Midwest Annual ITE Conference” 2008 – 2012, 2015-2016

“ACEC/IDOT Traffic Signal Seminar” October 2009

“Neighborhood and Pedestrian Safety Programs” May 2009

Project Manager

Time Assigned to Project: 50 hours

Project Manager for two traffic studies and traffic signal designs associated with the Village’s goal of redevelopment of the southeast corner of the intersection of Grand Avenue and Mannheim Road, including access modifications and new traffic signals approximately 1000 feet south of the intersection, in an effort to attract businesses to a busy intersection while improving the safety of ingress/egress movements along Mannheim Road.

Township High School District 113, Highland Park, IL

Deerfield High School Traffic Study

Project Engineer/Manager

Time Assigned to Project: 208 hours

Project Manager for Deerfield High School access drive and parking lot traffic study consisting of the evaluation of the existing traffic flow patterns at the high school and improvements recommendations. Major tasks included a field evaluation during peak traffic periods and sketches of recommended geometric changes to access drives, entrances, exits, left-turn lane, school bus drop-off locations, and the front entrance turn-around area.

Northbrook, IL

Central Business District Roadway Rehabilitation and Streetscape

Time Assigned to Project: 365 hours

Project Manager for high profile project in the Village’s Central Business District. Project included streetscape, review of traffic management and circulation including the analysis of mini-roundabouts, lane reductions (road diet), lane re-channelization, traffic signal modernization, and traffic calming devices. The analysis resulted in a 4-lane to 3-lane road diet, traffic signals with re-channelization, and bicycle accommodations.

Public Building Commission of Chicago

John C. Coonley Elementary School Traffic Study

Project Manager

Time Assigned to Project: 37 hours

Project Manager for a Traffic Study for the proposed building addition at John C. Coonley Elementary School, which included improvements to the building, parking lot, sidewalk, and landscape. The 2.79 acre school site is located in a densely residential area bordered by West Belle Plaine Avenue to the north, North Bell Avenue to the west, North Leavitt Street to the east, and an alley to the south.

R.L. Banks & Associates

Iowa Falls Business Park – Truck Traffic Study – 2014

Project Engineer/Manager

Time Assigned to Project: 160 hours

Project Manager and Engineer for project that included completing a truck traffic study for the Iowa Falls Area Development Committee (IFADC) as part of an overall site certification for a potential 300-acre intermodal development on the southwest side of Iowa Falls, IA, where the CN and UP railroads nearly intersect. The study analyzed three potential access routes to the site, and included analysis of trip generation, trip distribution, intersection capacity, truck turning movements, driveway access, and pavement-loading impacts at all affected roads and intersections along the three potential routes. Jason prepared a report and made a presentation of the report to the IFADC Board.

Education

B.S., Civil Engineering Indiana Institute of Technology

Joined Firm in 2008

Years of Experience: 45

Location: Chicago, IL

Registrations

Licensed Professional Engineer: Illinois

Associations

Institute of Transportation Engineers

Illinois Society of Professional Engineers

National Society of Professional Engineers

American Public Works Association

American Consulting Engineers Council

Illinois Municipal League

National League of Cities – Municipal Finance Committee

John has over 45 years of experience with management, study, design and construction of infrastructure improvements emphasizing planning and design. He is skilled in cost analyses/estimating, pursuit/management of funding sources, and CIP development. John has extensive experience working with over 50 different funding sources at local, county, state and federal levels of government. He served Franklin Park as Municipal Engineer for seven years, and assisted with development of Village’s first Capital Improvement Program. He has led Program Management efforts on local and regional projects valued at over \$1 billion.

Representative Projects

Chicago Region Municipalities Illinois 2019 Capital Bill(s) Funding Assistance Municipal Advisor

Time Assigned to Project: 240 hours

Municipal Advisor responsible for providing guidance to over 50 Chicagoland communities in 2018 and 2019 to prepare and compete for funding in Illinois legislation providing for horizontal and vertical infrastructure investments. Worked with elected officials, community staff, and state agencies to assist municipalities in defining capital needs – scope and budget, confirming benefits of improvements and projects, writing summary statements for local agency representatives to supply to legislators and state agencies to compete for funding. Assisted with processing funding from state agencies for selected projects valued from \$ 500,000 - \$20 million.

West Central Municipal Conference - Central Council Regional Comprehensive Transportation & Infrastructure Plan Project Advisor

Time Assigned to Project: 24 hours

Project Advisor and lead grantsmanship writer to secure \$200,000 from State of Illinois for Central Council, and 15 municipalities, for “Regional Comprehensive Transportation & Infrastructure Plan”. Transportation infrastructure improvements are a principal theme resonating through the Plan and include roadway, transit stations, smart corridors, and road/rail grade separations. Comprehensive planning across 15 communities includes auxiliary items - Green Infrastructure, multi-use paths, complete streets, and flood mitigation/storm water management.

Villa Park, IL Safe Routes To School Funding Program Project Advisor

Time Assigned to Project: 24 hours

Project Advisor for the Safe Route to School Funding Program. Assisted with three Grant Applications to Illinois Safe Routes To School Program. Reviewed program goals and criteria as it applies to Village applications; recognized GATA grantee portal; reviewed proposal for infrastructure investments for pedestrian and bicycle access within a two-mile radius of elementary school buildings; assisted to support cooperation of School Districts; and reviewed Villa Park’s “Sidewalk Gap Project”, requiring new sidewalk to enable and encourage safe passage to the three schools.

Skokie, IL
I-94 at Old Orchard Road, CMAQ Funding Program

Project Manager

Time Assigned to Project: 16 hours

Project Manager responsible for obtaining funding via agency coordination and development of comprehensive application for CMAP's Congestion Mitigation Air Quality Grant for \$10 million Old Orchard Road interchange with Eden's Expressway.

Franklin Park, IL
Grand Avenue Railroad Relocation / Funding Pursuit & Management

Project Manager

Time Assigned to Project: 2,400 hours

Program Manager responsible for consolidating of several at-grade crossings, into one 3-track bridge crossing depressed Grand Avenue, a major arterial. Assisted Authority, first in Illinois, to monitor consultants and contractors in completion of the funding, permitting, environment approvals, design and construction including Design-Build, and less than 2.5% Change Orders. The \$50 million project had over 20 funding sources, including IDOT, CMAQ (largest in program history), ICC, STP, Railroads, and Village of Franklin Park. Included numerous grant applications and visits to elected officials in Chicago and Springfield, IL and Washington, DC.

Villa Park, IL
RTA Access To Transit Funding Program

Municipal Advisor

Time Assigned to Project: 16 hours

Municipal Advisor responsible for preparing grant scope included construction of approximately 10,140 ft. of 5-foot wide sidewalk along various local streets within a 1/2 mile radius of Villa Park Metra Station to fill sidewalk gaps. Gaps impede the ability of pedestrians to safely navigate the local streets to efficiently make their way to Villa Park Metra Station. Quality Control of proposal for funding of proposed sidewalk network to provide continuous connection from residential neighborhoods to Metra Station.

Cook County Highway Department
Federal TIGER Grant Funding Program

Project Manager

Time Assigned to Project: 80 hours

Project Manager for this \$20 million grant application, which focused on Stimulus (ARRA) funding for infrastructure, related to economic development in the Village of Lynwood. This investment in Cook County infrastructure was to be a new roadway and all new right-of-way except for a short segment at the west end. This regional, multi-state improvement has a significant impact on the metropolitan area and the Chicagoland region: delivered programmatic results; achieved economic stimulus by optimizing economic activity and the number of jobs created in relation to the Federal dollars obligated; and achieved long-term public benefits by investing in transportation.

Education

B.S., Civil Engineering
University of Illinois Champaign-Urbana, 1994

Joined Firm in 2000

Years of Experience: 27

Location: Crystal Lake, IL

Registrations

Licensed Professional Engineer:
Florida (85586); Illinois (062-052835)

Continuing Education

Completed Illinois Road Transportation Builders Assoc. 2012 Emerging Leaders Program

“Business of Design Consulting” ACEC 2013

Employment History

1998-2000
Project Engineer
TranSystems Corporation

1994-1998
Civil Engineer
City of Elmhurst

Matt leads the firm’s Transportation Design Departments. He primarily assists agencies from the State of Illinois, county transportation departments, and local municipalities find innovative engineering solutions tailored to meet their specific needs. Matt’s design experience ranges from roadways and intersections to traffic signals, lighting, and drainage improvements. He is very familiar with State and Federally funded projects such as the Motor Fuel Tax Program, Illinois Transportation Enhancement Program, and Surface Transportation Program. Matt has helped numerous communities plan, and develop budgets for, capital improvements and create Capital Improvement Programs.

Representative Projects

**Mount Prospect, IL
Mount Prospect Road Improvements
Project Manager**

Time Assigned to Project: 106 hours

Project Manager for a traffic analysis to optimize the intersections of Mount Prospect Road with US Route 12 and Central Road, and the intersection of US Route 12 and Central Road. These three intersections, which form a triangle within 300 feet of each other, had continual peak and off-peak congestion. In addition, the adjacent development and commercial property access points further complicated the analysis and potential solutions. Upon evaluation of the intersections, a series of potential solutions were developed with a range of cost estimates. Capacity analysis was conducted to verify the effectiveness of solutions.

**Grayslake, IL
Central Range Transportation and Utility Investigation
Program Manager**

Time Assigned to Project: 62 hours

Project Manager for this traffic impact study of the area surrounded by IL Route 120 on the north, IL Route 83 on the east, Peterson Road on the south, and Alleghany Road on the west for a future multi-acre commercial development. Also, underground utility extensions and related improvements were investigated for this area. A traffic signal warrant analysis was prepared for the intersections of IL Route 120/Alleghany Road and Alleghany Road/Peterson Road. Twenty-four hour traffic counts and peak hour turning movements at IL Route 120/Alleghany, Alleghany/Peterson, and Peterson/IL Route 83 intersections were analyzed. An intersection capacity analysis was prepared for the intersections of IL Route 120 and Alleghany Road, Peterson Road and Alleghany Road, and IL Route 83 and Peterson Road. The existing stormwater conveyance was reviewed and future capacity needs were considered.

**Illinois Department of Transportation
Illinois Route 120 Improvements
Project Engineer**

Time Assigned to Project: 10 hours

Project Engineer for the Phase I study of Illinois Route 120 between Cedar Lake Road and Bacon Road. This project involved public involvement, upgrading geometric design, providing a location drainage study, assessing right of way acquisition, analyzing traffic capacity and signal warrants, and providing traffic maintenance alternatives. A study of the existing sight distance and vertical

www.baxterwoodman.com

alignment deficiencies was included in the report. A result of these deficiencies and accident history resulted in right-of-way acquisition and impacts to local businesses. Lake County Division of Transportation coordination was required for the Cedar Lake Road intersection and anticipated alignment reconfiguration.

Gurnee, IL
Kilbourne Road Improvements
Project Manager

Time Assigned to Project: 13 hours

Project Manager for the Phase I study and Phase II design of Kilbourne Road improvements utilized STP funding for roadway rehabilitation between Illinois Route 132 and U.S. Route 41. The study included analysis of intersection channelization, roadway parking and intersection configurations, incorporating future land uses, wetland and floodplain impacts, and installation of a closed drainage system where a rural cross section existed. Coordination with local residents and minimizing the impacts of the new roadway with floodplain and floodway regulations were significant factors in the project.

Illinois Tollway
PSB 12-3/2 Contract I-12-4039 - Widening and Resurfacing of the Elgin O'Hare Western Access, U.S. Route 20 to Meacham/Medinah Road
Project Manager

Time Assigned to Project: 163 hours

Project Manager in a joint venture for Phase II design of approximately 3.5 miles of expressway widening and resurfacing as part of the Elgin O'Hare Western Access (EOWA) project. Duties included coordination with Phase I designer, joint venture partners, subconsultants, owner (client), and coordination of staff. Additionally, as part of the conversion from an Expressway to a Tollway, three all-electronic mainline toll plazas were designed, numerous safety improvements were made, and geometric, drainage, and lighting upgrades were required.

Illinois Department of Transportation
PTB 163/06 Wolf Road, IL 21 to North of Hintz Road in Cook County
Project Manager

Time Assigned to Project: 86 hours

Project Manager for Phase II engineering services for widening and resurfacing of Wolf Road from south of IL 21 to north of Hintz Road, a distance of 1.35 miles. The pavement was widened to provide one lane, 13 feet wide in each direction with a two-way left turn lane median, 11 feet wide. A closed drainage system with curb and gutter was also proposed. The storm sewers were oversized at some locations to provide stormwater detention. A permanent traffic signal was installed at the intersection of Strong Road and Wolf Road. Traffic signal modifications and intersection improvements occur at IL 68 (Dundee Road) and Wolf Road. A continuous sidewalk was provided along both sides of Wolf Road.

Highland Park, IL
Deerfield Road Improvements
Project Engineer

Time Assigned to Project: 235 hours

Project Engineer for the study and design of Deerfield Road and three intersections within the City. The improvements involved reconstruction of roadway with new traffic signals, storm sewer, intersection geometrics, and water main. Three intersection design studies with capacity analysis were performed to evaluate and recommend alternatives to ease traffic flow in problem areas.

<p>Education A.S., Construction Management Technology College of Lake County</p> <p>B.S., Aviation Flight Management Lewis University, 2004</p> <p>Joined Firm in 2003</p> <p>Years of Experience: 18</p> <p>Location: Burlington, WI</p> <p>Licenses Surveyor Intern</p> <p>Certifications Federal Aviation Administration Remote Pilot Certification March, 2016</p> <p>Certified Survey Technician Level I</p> <p>Fundamentals of Storm Water Pollution and Erosion and Sediment Control</p> <p>Erosion and Sediment Control Workshop Inspection Module</p> <p>Certified Storm Water Inspector, NPDES National Storm Water Center</p> <p>IDOT Mixture Aggregate Technician</p> <p>IDOT PCC Concrete Field Testing Technician – Grade 1</p> <p>IDOT Hot Mix Asphalt Level I</p> <p>IDOT Nuclear Density Tester</p> <p>Continuing Education Doug Cartland, Inc. “Problem/Communication Resolution” training, 2017</p>	<p>Joe focuses on providing accurate surveying services, including traditional, laser scanning and GPS data collection. His skills are up to date and extensive. Joe manages our corporate-wide Survey Department.</p> <p>Joe is also a commercially licensed UAS pilot. By following strict safety protocols, all flights are conducted safely and in compliance with State and Federal regulations.</p> <p>Joe provided construction inspection services for over 15 years on pump stations, storm sewer improvements, water main replacements, sanitary sewer improvements, annual street maintenance projects, traffic signalization, street reconstruction projects for private developments, and capital improvement projects within our client communities.</p> <p>Representative Projects</p> <p>Illinois Department of Transportation PTB 170/03 Various Phase II Projects Work Order 4 Lead Surveyor Time Assigned to Project: 13 hours Assisted with data collection for assessment of the condition of more than 2,250 pedestrian ramps along various routes and locations within Northern Illinois for compliance with ADA requirements. A GIS Collector application allowed 12 staff members to coordinate assessment and documentation activities with each other in real time. The data was collected in an exportable, IDOT-approved schema. Photos of each ramp were taken for inclusion with the condition records. The survey was completed in two weeks. Following the completion of this task order, Baxter & Woodman was requested to present this project to IDOT District 1 staff and the ACEC IDOT District 1 Innovation Committee.</p> <p>Illinois Department of Transportation PTB 163/06 FAU 2692 Wolf Road - IL 21 to north of Hintz Road, Cook County Lead Surveyor Time Assigned to Project: 7 hours Provided topographic surveying services as part of Phase II engineering for widening and resurfacing of Wolf Road from south of IL 21 to north of Hintz Road, a distance of 1.35 miles. The pavement was widened to provide one lane, 13 feet wide in each direction with a two-way left turn lane median, 11 feet wide. A closed drainage system with curb and gutter was also proposed. The storm sewers are oversized at some locations to provide stormwater detention. A permanent traffic signal was installed at the intersection of Strong Road and Wolf Road. Traffic signal modifications and intersection improvements occur at IL 68 (Dundee Road) and Wolf Road. A continuous sidewalk was provided along both sides of Wolf Road.</p> <p>Genoa, IL Genoa Street Water Main Improvements Lead Surveyor Time Assigned to Project: 30 hours Provided surveying services for the water main replacement project along South Genoa Street, from Illinois Route 72 (Main Street) to Hill Street. The project also</p>
--	--

included interconnections with existing water mains, new water service connections within the Village's right-of-way, new fire hydrants and valve, and a complete pavement and ground surface restoration.

**Glenview, IL
2019 CIP Design
Lead Surveyor**

Time Assigned to Project: 24 hours

Provided surveying services for water main, storm sewer, and street improvements on seven residential streets.

**Kane County Division of Transportation, IL
2018 Structural Services
Lead Surveyor**

Time Assigned to Project: 99 hours

Provided surveying services for bridge repairs on three bridges.

**Kishwaukee Water Reclamation District
Malta and Kishwaukee College Sanitary Sewer Routing Study
Lead Surveyor**

Time Assigned to Project: 30 hours

Provided surveying services for sanitary sewer improvements.

**Lake Forest, IL
Burr Oak Area Storm Sewer Design
Lead Surveyor**

Time Assigned to Project: 100 hours

Provided surveying services for storm sewer improvements.

**LaGrange, IL
Lot 8 and Village Hall Parking Lot
Lead Surveyor**

Time Assigned to Project: 10 hours

Provided surveying services for improvements to Lot 8 and Village Hall parking lot.

**South Elgin, IL
Route 31 Water Main Relocation
Lead Surveyor**

Time Assigned to Project: 20 hours

Provided surveying services for relocation of seven blocks of water main.

**Wilmette, IL
Neighborhood Stormwater Storage Improvements
Lead Surveyor**

Time Assigned to Project: 32 hours

Provided surveying services for storm sewer improvements estimated to cost about \$50 million to serve the west side of Wilmette. Neighborhood stormwater storage facilities were constructed beneath Thornwood Park, Hibbard Park, and Centennial Park. The project also included 17,500 feet of new storm sewer to help convey the stormwater to the three storage areas.

Appendix B: Forms



RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: [Signature]
State of Illinois
County of McHenry
John V. Ambrose
TYPE NAME OF SIGNEE

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

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

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

Dated June 23, 2021



Baxter & Woodman
Organization Name

By [Signature]
Authorized Signature

8678 Ridgefield Road, Crystal Lake, Illinois 60012

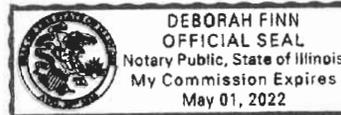
Address
815.459.1260

Telephone

Subscribed and sworn to before me this 23 day of June, 2021.

[Signature]
Notary Public

My Commission Expires: May 1, 2022
(Fill Out Applicable Paragraph Below)



(a) Corporation

The Respondent is a corporation, which operates under the legal name of
Baxter & Woodman, Inc.
and is organized and existing under the laws of the State of
Illinois

The full names of its Officers are:

President John V. Ambrose

Secretary Deborah Finn

Treasurer Louis D. Haussmann

The corporation does have a corporate seal. (In the event that this bid 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 which permits the person to execute the offer for the corporation.)

(b) Partnership

Name, signature, and addresses of all Partner

The partnership does business under the legal name of _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

(c) Sole Proprietor

The Respondent is a Sole Proprietor whose full name is _____.
If the Respondent is operating under a trade name said trade name is _____ which name is registered with the office of _____ in the county of _____ in the state of _____.

Signed _____
Sole Proprietor



Attachment I.

RESPONDENT CERTIFICATION

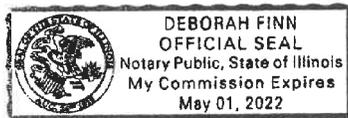
Baxter & Woodman, Inc., as part of its bid on a contract for
(name of Respondent)

statement of qualifications (SOQ) from multi-disciplined civil engineering consultants as eligible to submit on proposals with the Village for on- call professional engineering services, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: 
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this 23rd day
of June, 2021


(Notary Public)





Oak Park

Attachment II.

TAX COMPLIANCE AFFIDAVIT

John V. Ambrose, being first duly sworn, deposes and says:

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

Baxter & Woodman, Inc.
(bidder 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.

John V. Ambrose

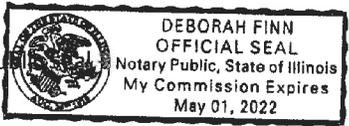
By:
Its:

John V. Ambrose, President/CEO
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

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

Subscribed and sworn to before me this 23rd day of June, 2021.

Deborah Finn
Notary Public's Signature

- Notary Public 

Minority Business and Women Business Enterprises Requirements

The Village of Oak Park in an effort to reaffirm its policy of non-discrimination, encourages and applauds the efforts of bidders and subConsultants in taking affirmative action and providing 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.

Reporting Requirements

The following forms must be completed in their entirety, notarized and included as part of the statement of qualification 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 statement of qualifications.



Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

The Consultant is a corporation, legally named Baxter & Woodman, Inc. and is organized and existing in good standing under the laws of the State of Illinois. The full names of its Officers are:

President John V. Ambrose

Secretary Deborah Finn

Treasurer Louis D. Haussmann

Registered Agent Name and Address: John V. Ambrose, 8678 Ridgefield Road, Crystal Lake, IL 60012

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



Attachment IV. Compliance Affidavit

I, John V. Ambrose being first duly sworn on oath depose and state as follows:

(Print Name)

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

¹ Affiliates means: (i) any subsidiary or parent of the bidding or contracting business entity, (ii) any member of the same unitary business group; (iii) any person with any ownership interest or distributive share of the bidding or contracting business entity in excess of 7.5%; (iv) any entity owned or controlled by an executive employee, his or her spouse or minor children of the bidding or contracting business entity.

Signature:  Printed Name John V. Ambrose

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

Business Address: 8678 Ridgefield Road Crystal Lake, IL 60012
(Number, Street, Suite #) (City, State & Zip)

Telephone: 815.459.1260 Fax: (815) 455-0450 Web Address: www.baxterwoodman.com

Subscribed to and sworn before me this 23rd day of June, 2021.


Notary Public

M/W/DBE STATUS AND EEO REPORT

1. Consultant Name: Baxter & Woodman, 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.)
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 Bid. For assistance in completing this form, contact the Department of Public Works at 708-358-5700.

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?

315 Number of full-time employees

28 Number of part-time employees

4. Similar information will be requested of all subConsultants 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: 6-23-2021

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 Purchasing Department at 708-358-5473.

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

Consultant Name Baxter & Woodman, Inc.
 Total Employees 343

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	71	58	13		2	2	1					5
Professionals	171	118	53	4	3	3	5	4	1	5		25
Technicians	83	70	13	4	3		4					11
Sales Workers												
Office & Clerical	7	1	6									1
Semi-Skilled												
Laborers	11	8	3		1							1
Service Workers												
TOTAL	343	255	88	8	9	5	10	5	1	5		43
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.

John V. Ambrose [Signature] being first duly sworn, deposes and says that he/she is the President
 (Name of Person Making Affidavit) (Title or Officer)
 of Baxter & Woodman 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 23rd day of June, 2021.

[Signature]
 (Signature)

June 23, 2021
 (Date)

