

19-7 Permit Plan Review and Inspection Services

for the Public Works Department

Submitted to:



Village of Oak Park
201 South Blvd.
Oak Park, Illinois 60302



Chastain & Associates LLC
120 W. Center Court | Schaumburg, IL 60195
P: 773.714.0050 | F: 773.714.0055 | www.chastainengineers.com
Dated: March 1, 2019





February 28, 2019

Mr. Byron Kutz, Assistant Village Engineer
Public Works Department
201 South Boulevard
Oak Park, Illinois, 60302

RE: Request for Proposal – 19-7 Permit Plan Review and Inspection Services for the Public Works Department

Dear Mr. Byron Kutz,

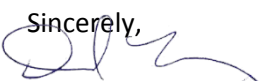
Chastain & Associates LLC is pleased to submit this proposal for consideration to provide Permit Plan and Inspection Services for the Oak Park Public Works Department. We understand the position will require a significant weekly presence working directly with village staff and the public, and will have a work area at the Public Works Department offices. It's understood the general scope of services include project permit review for proposed work within the public right-of-way, inspections of work within the right-of-way or impacting village owned infrastructure, coordination with private and public projects that may overlap in areas, review of obstruction permits for dumpster and moving trucks.

Our proposed Permit Coordinator, Scott Kasper, P.E. has significant experience in the review of private permits, as well as the coordination needed between the Public Works and the Development Customer Service Department. Mr. Kasper, in his position of Engineer Division Manager for the Village of Schaumburg, has been involved in the Village's development permit process for many years and managed a team responsible to provide policy improvements for the multiple departmental coordination needed for the proper review of a wide range of projects in a responsive and efficient manner. Mr. Kasper retired from the Village of Schaumburg in August of 2017 after 38 years of service to that community.

I am also recently retired from the Village of Schaumburg. Schaumburg has very strict customer service standards which likely mirror those in a progressive community like Oak Park. I can attest to Mr. Kasper's compliance with this high service level expectation and can assure that benefit will be enjoyed by Oak Park. During any time, where Mr. Kasper may be unavailable, Mr. Kasper will be supported by Joseph Evers, P.E., former City Engineer for the City of Elgin, Illinois. Mr. Evers in his position of City Engineer for Elgin, has also coordinated and been directly involved in the permit process for the City of Elgin for almost 30 years. Mr. Evers recently retired from the City of Elgin in August 2018.

Chastain looks forward to the opportunity to provide a high level of services to support you and public works staff. We have proposed a fee we believe satisfies the Village's expectation. We are available to further discuss this fee structure if necessary, to secure this permit plan review and inspection services contract. If additional information is needed or you would like to schedule a follow-up meeting please contact me at dlawry@chastainengineers.com or call me at (773) 714-0051 ext. 2233. Thank you for your time and your consideration. We look forward to meeting to discuss the opportunity in greater detail.

Sincerely,



David L. Lawry, P.E., MPA
Director of Municipal Services

WHAT'S INSIDE

19-7 Permit Plan Review and Inspection Services for the Public Works Department

Project Approach

4

Permit Reviewer Resume

8

Relevant Experience

9

Cost Proposal

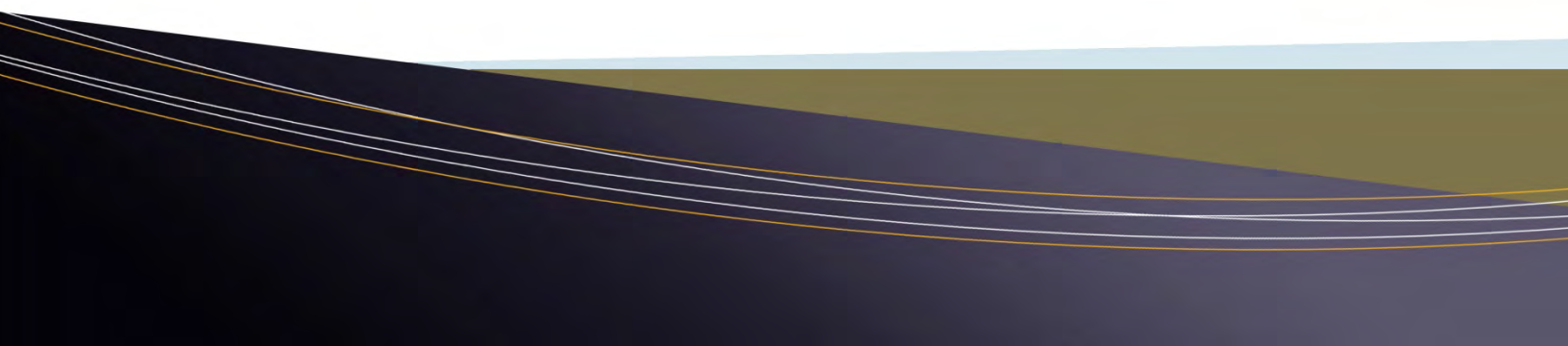
10

Insurance Certificates

11

Village Forms

13



The Permit Plan Review and Inspection Services for the Public Works Department requires the ability to complete competent technical reviews and also coordinate and interact with village staff from multiple department as well as permit applicants, consisting of village residents, business owners, developers and/or contractors. The ability to utilize a quality permit tracking program like VillageView greatly enhances the management of reviews and inspection in a cost-effective manner.

A successful permit reviewer will provide timely and comprehensive review feedback to permit applicants, knowing the importance of providing a high level of customer service. Most residents and developers seeking permits, just want to know what is required in a timely manner.

As indicated in the Request for Proposal (RFP) for the Permit Plan Review and Inspection Services, the primary project responsibilities involve managing the village's permit process for Public Works. The indication of success and our goal will be the seamless coordination of permits being managed without the need to constantly burden village staff to assist in the permit process on behalf of Public Works. The proposed Permit Coordinator has the experience and ability to proactively manage the permit process.

Establishing open lines of communication with all divisions of Public Works involved in permits impacting public right-of-way and understanding their requirements is essential to building the needed trust to be successful.

The Chastain team will provide the Village of Oak Park the required project oversight and permit coordination management services necessary for successfully managing the permit coordination services for the Public Works Department. The experience of our Permit Coordinator, Scott Kasper in permit review and coordination for the Village of Schaumburg will provide the experience necessary for permit management and communication.

4

Permit Coordination and Clearinghouse Management

Efforts will consist of the review, coordination, and management of the permit process for the Public Works Department with a high level of customer service, public works staff interaction, and accurate permit administration. The goal of permit coordination is to serve the permit applicants in a timely manner and to minimize the involvement of Public Works staff. Work efforts are anticipated to include:

- An initial effort in learning and understanding the needs and expectation of the permit review process for the Village of Oak Park.
- Meet with Village of Oak Park staff to learn the current permit process, schedules, requirements and best practices. Seek review check sheets or other guides to provide the knowledge to conduct comprehensive reviews of submitted permits.
- Assume responsibility of permit management process for the Public Works Department.
- Attend permit related coordination or review meetings as necessary.
- Build relationships with staff from Public Works and Development Customer Service Department to foster communication and expectations to provide a positive permit review process.



- Provide mentoring to various staff regarding processes common to the municipal work environment.

The Permit Coordinator has 38 years of municipal experience and if resources allows, is open to providing any other services that could provide a value for the Public Works Department of Oak Park.

Proposed Schedule

Providing a consistent presence at the Village of Oak Park to review permit applications, coordinate reviews, perform scheduled inspections and ensure the permit review process involving Public Works is current and managed efficiently. Provide planned backup during any window of time the Permit Coordinator will not be available. Efforts to provide proper availability include:

- The proposed schedule is based on an assumed budget amount of \$100,000. This budget amount would provide approximately 720 hours on-site. With over 700 hours, it is possible to average three days per week with 6 to 8 hours per day. Since the goal is to manage the permit process for the Public Works Department, the strategic use of the available hours is critical as well as maintaining consistency to minimize confusion for the staff and the permit customers.
- The initial plan to manage the optimal scheduling of permit review and inspection services is to listen to the staff currently involved in processing and managing the permit on a daily basis. Based on the understanding of the permit process, the Permit Coordinator will start getting involved in the permit process allowing existing Public Works and Engineering staff to be able to focus on their primary responsibilities. Gradually, the process to effectively manage the permit process and respond to the inspection requests will dictate the optimal coverage needed to provide a level of permit process management acceptable to the department leadership. The Permit Coordinator will assume a weekly schedule deemed optimal with respect to the needed services to be provided as well as the length of weekly coverage available within the allowable budget for these services.
- Typically, the permitting work load varies both day to day and week to week as well as seasonal fluctuations. It is beneficial to utilize the permitting program VillageView both when on-site and during days when not on-site to monitor the status and potential notice of new submittals. If it is determined that remote access to VillageView is not available, other means utilizing emails can provide most of the same information availability and permit processing needs.
- It is assumed that only time spent at the Village of Oak Park would be considered billable time. The time spent checking the status of permits or even contacting staff or permit customers remotely, would **not be considered billable time**. These events help to maintain the connected nature needed for proper coordination of the permits and inspections. With specific turnaround times for permit reviews, the ability to check the status or to reply on a permit at any time is important and allows more efficient use of the time spent onsite. This remote access to permit information and status can be considered similar to high level staff checking emails each night or on weekends to stay apprised of need to know issues or to take action if necessary.
- The chart below depicts the proposed average staffing at the Village of Oak Park. Coverage is



proposed to consist of an average of three days per week at seven hours per day from Tuesday through Thursday. Note that this is an average starting point and based on varying workloads both high or low, the coverage may increase to four day during the peak weeks and down to two days or less if the workload is deemed minimal. Any change to the average Tuesday through Thursday schedule must be approved by VOP staff to minimize any scheduling confusion.

Permit Plan Review and Inspection Services for the Public Works - Proposed Weekly Schedule														
	TOTAL		APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL NAVS	Hours Per Day	
Wks/Month	33	Weeks	3	5	4	5	4	4	4	3	2		7	8
Days/Week	3	Days	9	15	12	15	12	12	12	9	6	10 2	714	816
Days/Week	4	Days	12	20	16	20	16	16	16	12	8	13 6	952	1088
Days/Week	5	Days	15	25	20	25	20	20	20	15	10	17 0	1190	1360

Seasonal Reduction in Weeks

Note: Schedule depicts weekly averages and does not depict changes due to extreme high or low workload periods or Holidays

Statement of Commitment

Chastain commits the personnel named in the proposal will be available for the duration of the project at the indicated level of involvement, except where prevented by circumstances beyond the control of the consultant.

Chastain does not take any objections to any terms within the request for proposal.



SCOTT R. KASPER, P.E. | Permit Coordinator

Mr. Kasper is a licensed professional engineer with more than 33 years of extensive experience in all aspects of municipal engineering. Skilled in infrastructure management, capital planning, storm water management, site development, and securing federal funding for capital projects. He has an detailed background in infrastructure design, Asset Management, budgeting, scheduling, contract implementation, construction, and quality control. Mr. Kasper is a Project Manager in Chastain's Schaumburg office. He joined the firm in 2017.

EDUCATION

- BS in Civil Engineering, University of Illinois

REGISTRATION

- Professional Engineer, Illinois, 1997, 062-041391
- Professional Engineer, Texas, 2017, 126116

PROFESSIONAL ASSOCIATIONS

- APWA Lifetime Member

CAREER

- Village of Schaumburg, Engineering Division Manager, 2017-2004
- Village of Schaumburg, Senior Civil Engineer, 2004-1984

Mr. Kasper, during his career at the Village of Schaumburg had over 25 years of direct involvement in review of private developments, coordination of permit work within the Village right-of-way and over 10 years of inspection related work.

Village of Schaumburg, Department of Engineering and Public Works 2017-2004 – Engineering Division Manager

Responsible for the design and construction coordination of the village's CIP with an annual average value of \$30 million.

- Provided duties as Village Engineer of Engineering of Public Works. Directly supervised a staff of nine including four professional engineers.
- Interfaced with Community Development and Transportation Departments to coordinate review, inspection and acceptance of private developments.
- Managed the completion of the \$300 million Convention Center and Hotel, and designed, supervised, or managed more than 100 capital projects since 2004.

Village of Schaumburg, Department of Engineering and Public Works 2004-1984 – Sr. Civil Engineer

- Was responsible for the design and construction coordination of the village's CIP with annual average value of \$20 million.
- Assisted the Director in the day-to-day operations of the Engineering Department consisting of 22 employees, while directly supervised up to six employees.
- Developed a comprehensive village wide permit management system database.
- Coordinated a 29-acre TIF District in the heart of Schaumburg, which included a new library, various shops and restaurants.
- Completed a village wide storm water study based on the flood of record of August 13-14, 1987 and implemented over \$1.5 million of storm water projects.
- Provided traffic engineer services including traffic studies and plan reviews.

Projects included:

Schaumburg Road Corridor Improvements

Implementation of streetscape enhancements along a six mile stretch of Schaumburg Road located within the corporate limits of the Village of Schaumburg. This project was implemented over five stages and included parkway trees, sidewalk improvements, paver fields, pocket parks with landscaping and benches, decorative pedestrian level lighting, painted traffic signals, and irrigated landscape medians.



Village of Schaumburg

TIF Project Management

Chastain Engineers are managing the Schaumburg North TIF program a 225-acre mixed use development on behalf of the Village of Schaumburg. The project includes working with approximately two dozen different entities to orchestrate their infrastructure and permitting needs such that all work will complement one another. The typical infrastructure and permitting involves roadway and municipal improvements from new roads and traffic signals to storm water management and utilities for both public and private users. The Schaumburg TIF District includes area is home to a Cook County Highway maintenance facility with 24-hour operations, corporations Zurich and Motorola and the Schaumburg Convention Center. **Contact: Kristin Mehl, Engineering Division Manager 847-923-6618**

Village of Woodridge

Janes Avenue, Woodridge, Illinois

Chastain is providing planning, Phase II and Phase III engineering services for the resurfacing of Janes Avenue from 75th Street to Center Drive. The proposed improvements include milling of the existing asphalt surface of the ½ mile of 4-lane roadway and replacing it with .75" of polymerized leveling binder and 2" of HMA surface course. The project will also include the replacement of deteriorated curb and sidewalk, miscellaneous storm sewer structure adjustments and reconstructions, pavement patching, pavement markings, traffic signal detector loop replacement, and traffic control. Work will involve preparation of a Project Report (BLR Form 19100 State Approved CE Project) for the initial planning and coordination of the project. Funding sources includes STP & Village MFT. Work will also include survey, IDOT-BLR and DMMC MPO agency coordination, and preparation of design plans for the March 2019 IDOT letting. Phase III observation services will be completed in the Summer / Fall of 2019. Documentation will follow IDOT Local Roads (federal funded) policies. **Contact: Christopher Bethel, Director of Public Works 630-719-4753**

City of Elgin

Elgin Easy Street Neighborhood Reconstruction Project

Chastain provided Phase II design and Phase III construction engineering services for the infrastructure and pavement rehabilitation/reconstruction of the Easy Street neighborhood including new curb and gutters and approximately three miles of new sidewalks including ADA ramp assessment at 11 intersections. Work included topographic survey, utility inspections, televising, inspection and rehabilitation recommendations on approximately four miles of sewers ranging in size from 8" to 48" and designed the replacement of approximately 1.5 miles of 8", 10" and 12" water mains using trenchless and traditional open cut installation methods. Project pavement design utilized a new fine graded HMA surface course for improved residential durability. Work also included coordination with various city departments, preparation of separate plans and specs for water mains and roadway improvements. Phase III construction services included full-time observation, documentation, and pay estimates. Public outreach included door hangers to keep residents informed of project progress and open house events. Project was completed on-time in 2017 for a total construction cost of \$3.9 million which was \$211,506 under budget. **Contact: Jay Beverly, Engineering Inspector 847-931-5958**



COST ESTIMATE OF CONSULTANT SERVICES
VILLAGE OF OAK PARK PERMIT REVIEW AND INSPECTION SERVICES

FIRM Chastain & Associates LLC

DATE 02/28/19

OVERHEAD RATE 1.3289
COMPLEXITY FACTOR 0
REDUCTION IN O AND FB FACTOR -16%

ITEM	MANHOURS (A)	PAYROLL (B)	OVERHEAD & FRINGE BENF (C)	VEHICLE COSTS (D)	FEE (E)	REDUCTION IN O & FB (F)	TOTAL (B-G)	% OF GRAND TOTAL
Permit Coordinator	720	38,880.00	51,667.63	2,392.02	15,270.65	-8,266.82	99,943.48	100.00%
					0.00			
TOTALS	720	38,880.00	51,667.63	2,392.02	15,270.65	-8,266.82	99,943.48	100.00%

REDUCTION IN OVERHEAD AMOUNT DUE TO UTILIZING VOP OFFICE





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/09/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER 1-800-527-9049 Holmes Murphy and Associates - Peoria 311 S.W. Water Street Suite 211 Peoria, IL 61602-4108 INSURED Chastain & Associates LLC 5 N. Country Club Rd. Decatur, IL 62521	CONTACT NAME: Audrey McNeill PHONE (A/C, No, Ext): 800-527-9049 FAX (A/C, No): 866-501-3945 E-MAIL ADDRESS: amcneill@holmesmurphy.com INSURER(S) AFFORDING COVERAGE INSURER A: XL Specialty Insurance Company NAIC # 37885 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
---	--

COVERAGES

CERTIFICATE NUMBER: 52549045

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC. OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS- COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability (Claims Made)		DPR9923754	04/13/18	04/13/19	Each claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

For Proposal Purposes

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Audrey McNeill

ACORD 25 (2016/03)
amcneill111
52549045

The ACORD name and logo are registered marks of ACORD

© 1988-2015 ACORD CORPORATION. All rights reserved.





CHAS&AS-01

HSCHOREY

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/28/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J.L. Hubbard Insurance and Bonds 1090 South Route 51 Forsyth, IL 62535		CONTACT NAME: Holli Schorey PHONE (A/C, No, Ext): (217) 877-3344 3244 FAX (A/C, No): (217) 877-0795 E-MAIL ADDRESS: hschorey@jhubbard.com	
INSURED Chastain & Associates LLC 5 N Country Club Rd Decatur, IL 62521		INSURER(S) AFFORDING COVERAGE INSURER A: The Cincinnati Insurance Company INSURER B: Accident Fund Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10677 10166	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSP WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					
	<input checked="" type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	EPP/EBA0291693	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> Contractual Liab					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
						MED EXP (Any one person) \$ 10,000
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC					
	OTHER:					
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY					
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	X	EPP/EBA0291693	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	X				BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR				
	<input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> CLAIMS-MADE	EPP/EBA0291693	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 6,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$	0				AGGREGATE \$ 6,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N N/A	WCV6107018	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below:					E.L. EACH ACCIDENT \$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	<input checked="" type="checkbox"/> Rented Equipment		EPP/EBA0291693	1/1/2019	1/1/2020	Limit 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 RE: Palos Heights Contract #14-259-5F
 The Metropolitan Water Reclamation District of Greater Chicago, its officers, board of commissioners, agents and employees are named as additional insured under the General Liability and Automobile; subject to written contract. Valuable Papers & Records limit of \$400,000 is included in policy #EPP0291693 written with Cincinnati Insurance.

CERTIFICATE HOLDER

CANCELLATION

The Metropolitan Water Reclamation District of Greater Chicago PO Box 10642 Chicago, IL 60610	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
---	--

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD





RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: Steve Frerichs

State of Illinois)

County of Cook)

Steve Frerichs,

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 _____

Chastain & Associates LLC

Organization Name

(Seal - If Corporation)

By _____

Authorized Signature

120 W. Center Ct., Schaumburg, IL 60195

Address

773-714-0050

Telephone

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

In the state of _____, Notary Public

My Commission Expires: _____

(Fill Out Applicable Paragraph Below)

(a) Corporation

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

and is organized and existing under the laws of the State of

The full names of its Officers are:

President _____

Secretary _____

Treasurer _____

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

Kevin Myers, 5 N. Country Club Rd., Decatur, IL 62521

Jeremy Buening, 5 N. Country Club Rd., Decatur, IL 62521

Curtis Cook, 6832 Stalter Dr., Ste. 100, Rockford, IL 61108

Daniel Jedrzejak, 120 W. Center Ct., Schaumburg, IL 60195

Kevin Myers
Jeremy Buening
Curtis Cook
Daniel Jedrzejak

The partnership does business under the legal name of

Chastain & Associates LLC which name is registered with the office of
Secretary of State in the county of Sangamon

in the state of Illinois.

(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.

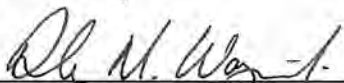
RESPONDENT CERTIFICATION

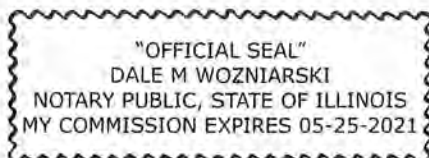
Chastain and Associates LLC, as part of its bid on a contract for
(name of Respondent)

the 19-7 Permit Plan Review and Inspection Services for the Public Works Department, to the Village of Oak Park, hereby certifies that said Respondent is not barred from bidding on the aforementioned contract as a result of a violation to either Section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes or Section 2-6-12 of the Oak Park Village Code relating to "Bidding Requirements".

By: 
(Authorized Agent of Respondent)

Subscribed and sworn to
before me this 28th day
of FEBRUARY, 2019


(Notary Public)





Attachment II.

TAX COMPLIANCE AFFIDAVIT

Daniel Jedrzejak, being first duly sworn, deposes
and says:

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

Chastain & Associates LLC
(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.

By:
Its:

Daniel Jedrzejak

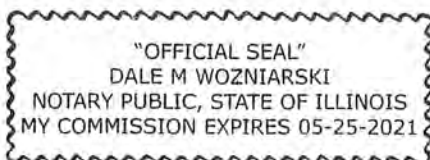
(name of bidder if the bidder is an individual)
(name of partner if the bidder is a partnership)
(name of officer if the bidder is a corporation)

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

Subscribed and sworn to before me this 28th day of FEBRUARY, 2019.

Notary Public's Signature

- Notary Public Seal -





Attachment III.

ORGANIZATION OF BIDDING FIRM

Please fill out the applicable section:

A. Corporation:

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

President _____

Secretary _____

Treasurer _____

Registered Agent Name and Address: _____

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

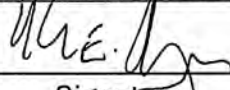
Assumed Name is _____, which is registered with the Cook County Clerk. The Consultant is otherwise in compliance with the Assumed Business Name Act, 805 ILCS 405/0.01, et. seq.

C. Partnership:

The Consultant is a Partnership which operates under the name Chastain & Associates LLC

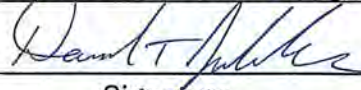
The following are the names, addresses and signatures of all partners:

Kevin Myers
5 N. Country Club Rd., Decatur, IL 62521



Signature

Daniel Jedrzejak
120 W. Center Ct., Schaumburg, IL 60195



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.

The following are the names, addresses and signatures of all partners:

Curtis Cook
6832 Stalter Drive, Suite 100, Rockford, IL 61108



Jeremy Buening
5 N. Country Club Road, Decatur, IL 62521



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, Steve Frerichs being first duly sworn on oath depose and state as follows:
(Print Name)

1. I am the (title) Sr. Project Manager of the Proposing Firm ("Firm") and am authorized to make the statements contained in this affidavit on behalf of the Firm.
2. The Firm is organized as indicated on Exhibit A to this Affidavit, entitled "Organization of Proposing Firm," which Exhibit is incorporated into this Affidavit as if fully set forth herein.
3. I have examined and carefully prepared this proposal based on the Request for Proposals and verified the facts contained in the proposal in detail before submitting it.
4. I authorize the Village of Oak Park to verify the Firm's business references and credit at its option.
5. Neither the Firm nor its 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: Steve Frerichs

Printed Name Steve Frerichs

Name of Business: Chastain & Associates LLC Your Title: Sr. Project Manager

Business Address: 120 W. Center Court Schaumburg, IL 60195

(Number, Street, Suite #)

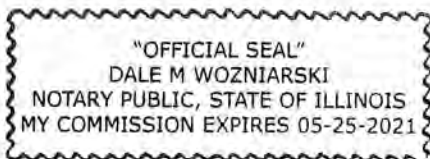
(City, State & Zip)

Telephone: 773-714-0050 Fax: 773-714-0055

Web Address: chastainengineers.com

Subscribed to and sworn before me this 28th day of FEBRUARY, 2019.

Dale M. Wozniarski
Notary Public



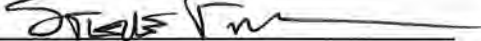
M/W/DBE STATUS AND EEO REPORT

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

1. Consultant Name: Chastain & Associates LLC
2. Check here if your firm is:
 - ☐ Minority Business Enterprise (MBE) (A firm that is at least 51% owned, managed and controlled by a Minority.)
 - ☐ Women's Business Enterprise (WBE) (A firm that is at least 51% owned, managed and controlled by a Woman.)
 - ☐ Owned by a person with a disability (DBE) (A firm that is at least 51% owned by a person with a disability)
 - ☒ None of the above

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

3. What is the size of the firm's current stable work force?
 - 66 Number of full-time employees
 - 5 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: 2/28/19

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 Chastain & Associates LLC

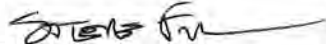
Total Employees 71

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	12	11	1									
Professionals	20	19	1				1				1	2
Technicians	25	23	2		1		1					2
Sales Workers												
Office & Clerical	7	0	7									
Semi-Skilled	7	5	2				1					1
Laborers												
Service Workers												
TOTAL	71	58	13									
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.

Steve Frerichs, being first duly sworn, deposes and says that he/she is the Sr. Project Manager
 (Name of Person Making Affidavit) (Title or Officer)
 of Chastain & Associates 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 28th day of February, 2019.



(Signature)

2/28/19

(Date)