



# 2020 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](http://www.chastainengineers.com)  
Dated: March 1, 2019





December 16th, 2019

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

RE: Proposal – 2020 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 for 2020 and 2021, if desired by the Village. We appreciate the positive feedback received from the services we provided during 2019. It's understood the general scope of services for 2020 will continue the services provided in 2019, but with the increased resources, there is an opportunity to include additional services as needed to enhance the effectiveness of the Engineering Division of the Village of Oak Park.

Scott Kasper, P.E. is recommended to remain as the main Permit Coordinator for the village. He will be able to use the work experience and knowledge he gained last year immediately 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, had 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.

During any time, where Mr. Kasper may be unavailable, Mr. Kasper will be supported by Joseph Evers, P.E., and 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 retired from the City of Elgin in August 2018.

Chastain looks forward to the opportunity to continue to provide a high level of service 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](mailto: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,

A handwritten signature in blue ink, appearing to read "DLawry", written over the word "Sincerely,".

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



## WHAT'S INSIDE

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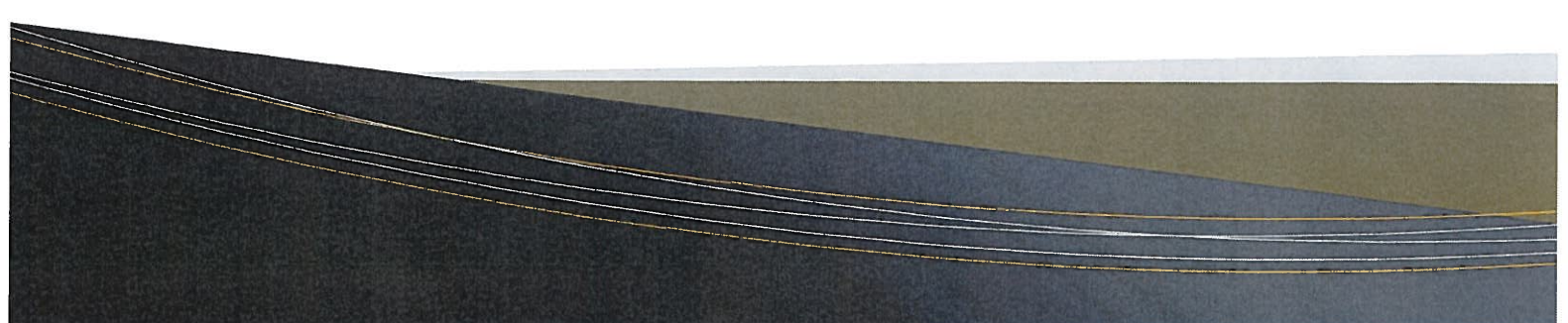
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The Permit Plan Review and Inspection Services for the Public Works Department requires the ability to complete competent technical reviews and also coordinate and interact with village staff from multiple department as well as permit applicants, consisting of village residents, business owners, developers and/or contractors. The ability to utilize a quality permit tracking program like CityView 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 Oak Park during 2019, will provide the experience necessary for permit management and communication.

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### 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:

- Assume responsibility of permit management process for the Public Works Department.
- Attend permit related coordination or review meetings as necessary.
- Continue to build relationships with staff from Public Works and Development Customer Service Department to foster communication and expectations to provide a positive permit review process.
- Coordinate all final permit inspections, paperwork and permit closure requirements including releasing any permit security on file. Follow up as needed to ensure all permit related issues have been dealt with.



- The Permit Coordinator will maintain an Action Item Log, detailing the status of permits and inspections with key decisions, required response timing and follow-up.
- Use CityView to accept, review and manage permits submitted.
- Review all submitted permit applications in a timely fashion meeting the established review times for the various types of permits.
- Conduct field review of permits if necessary, to ensure submitted permit information is accurate and includes all anticipated impacts to be considered in the permit review.
- Provide personal feedback to permit applicants to ensure any permit comments are clearly understood and answer any questions from the applicant.
- Ensure permit reviews meet the requirements of the Public Works Department and, if unsure, coordinate any review comments with appropriate Public Works staff.
- Coordinate all required permit related inspections during days and hours that the Permit Coordinator is scheduled to be at the Public Works offices.
- Coordinate any inspections that occur on days when the Permit Coordinator is not scheduled to be present by arranging in advance for the inspections to be covered by Public Works staff.
- Schedule and facilitate a “Lessons Learned” meeting at the conclusion of significant permits involving the Permit Coordinator with key staff to determine what worked well and areas where improvements should be considered.

### Other Services

Additional services available during periods when there is no permit work and there is time to provide other services. Work efforts for these other services are anticipated to include:

- Review proposed CIP projects and review comments and cost estimates to assist village staff with potential future TIF budget requests.
- Prepare draft RFPs for various services as needed.
- Provide QA/QC review of CIP projects at various stages of completion.
- Provide preliminary project design for future CIP considerations. Experienced in most areas of public infrastructure.
- Provide mentoring to various staff regarding processes common to municipal work.

### Proposed Schedule

It is important to provide 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 \$150,000. This budget amount would provide approximately 1,050 hours on-site. With over 1,000 hours, it is possible to average three to four days per week at 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 Permit Coordinator will assume weekly schedules deemed optimal with respect to the needed services to be provided available within the allowable budget for these services.
- The chart below depicts the proposed average staffing at the Village of Oak Park. Coverage is proposed to start in February consist of an average of two days per week and increasing to four days during the peak weeks and back down to two days in December.

Permit Plan Review and Inspection Services for the Public Works - Proposed Weekly Schedule													
	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL DAYS	Hours Per Day
Wks/Mon	4	4	5	4	4	5	4	5	4	4	5		8
Days/Week	2	2	3	3.5	3.5	3.5	3.5	3.5	2	2	1.5		
Days/Mon	8	8	15	14	14	17.5	14	17.5	8	8	7.5	131.5	1052
												Tot HRs	

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.



**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 75<sup>th</sup> 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	12/16/19	
					OVERHEAD RATE	1.3289		
					COMPLEXITY FACTOR	0		
					REDUCTION IN O AND FB FACTOR	-16%		
ITEM	MANHOURS	PAYROLL	OVERHEAD & FRINGE BENF	VEHICLE COSTS	FEE	REDUCTION IN O & FB	TOTAL	% OF GRAND TOTAL
	(A)	(B)	(C)	(D)	(E)	(F)	(B-G)	
Permit Coordinator	1050	58,401.00	77,609.09	3,488.36	22,899.06	-12,417.45	149,980.06	100.00%
					0.00			
TOTALS	1050	58,401.00	77,609.09	3,488.36	22,899.06	-12,417.45	149,980.06	100.00%
REDUCTION IN OVERHEAD AMOUNT DUE TO UTILIZING VOP OFFICE								





## 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 12/27/2019

Chastain & Associates LLC

Organization Name

(Seal - If Corporation)

By

Steve Frerichs

Authorized Signature

120 W. Center Ct., Schaumburg, IL 60195

Address

773-714-0050

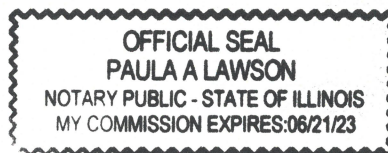
Telephone

Subscribed and sworn to before me this 27th day of Dec., 2019.

In the state of Illinois Paula A. Lawson Notary Public

My Commission Expires: 06/21/23

(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

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**

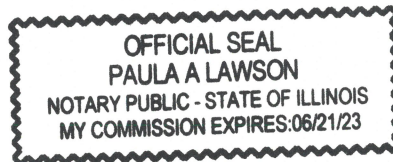
\_\_\_\_\_  
Chastain and Associates LLC  
(name of Respondent), as part of its bid on a contract for

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 27 day  
of Dec., 2019

Paula A. Lawson  
(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

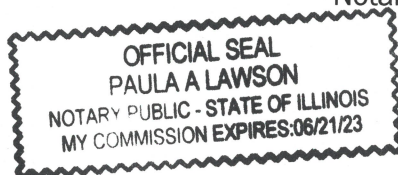
(name of bidder if the bidder is an individual)  
(name of partner if the bidder is a partnership)  
(name of officer if the bidder is a corporation)

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

Subscribed and sworn to before me this 27 day of Dec., 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:

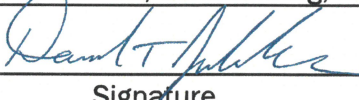
Kevin Myers

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 affiliates<sup>1</sup> 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.

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<sup>1</sup> 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)

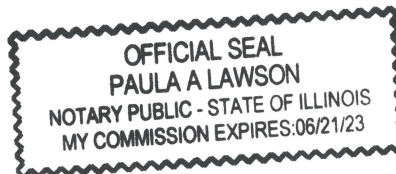
Telephone: 773-714-0050 Fax: 773-714-0055

Web Address: chastainengineers.com

Subscribed to and sworn before me this 27 day of December, 2019.

Paula A. Lawson

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: 12/27/2019

# 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								2
Sales Workers							1						
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) of Chastain & Associates and that the above EEO Report information is true and accurate and is submitted with the intent that it (Title or Officer)

be relied upon. Subscribed and sworn to before me this 27 day of December, 2019.

Paula A. Lawson (Signature) 12/27/19 (Date)

OFFICIAL SEAL  
PAULA A. LAWSON  
NOTARY PUBLIC - STATE OF ILLINOIS  
MY COMMISSION EXPIRES 06/21/23



CHAS&amp;AS-01

HSCHOEY

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/31/2019

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).

<b>PRODUCER</b> <b>First Mid Insurance Group</b> <b>1090 South Route 51</b> <b>Forsyth, IL 62535</b>	<b>CONTACT NAME:</b> Daniel Martini <b>PHONE (A/C, No, Ext):</b> (217) 877-3344 3229 <b>FAX (A/C, No):</b> (217) 877-0795 <b>E-MAIL ADDRESS:</b> dmartini@firstmid.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  <b>Chastain &amp; Associates LLC</b> <b>5 N Country Club Rd</b> <b>Decatur, IL 62521</b>	<b>INSURER A:</b> The Cincinnati Insurance Company	
	<b>INSURER B:</b> Accident Fund Insurance Co.	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		<b>NAIC #</b> 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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:	X	X	EPP/EBA0291693	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 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
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	EPP/EBA0291693	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 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 type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0	X	X	EPP/EBA0291693	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 6,000,000 AGGREGATE \$ 6,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WCV6107018	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> PER STATUTE E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Rented Equipment			EPP/EBA0291693	1/1/2020	1/1/2021	Limit 25,000

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

RE: Permit Plan Review and Inspection Services for the Public Works Department

Village of Oak Park and its officers, officials, agents, employees and volunteers are named as additional insured under the General Liability and Automobile; subject to written contract. Umbrella is following form. Waiver of subrogation is awarded to Village of Oak Park and its officers, officials, agents, employees and volunteers under the General Liability, Automobile and Workers Compensation; subject to written contract. Umbrella is following form.

## CERTIFICATE HOLDER

## CANCELLATION

<b>Village of Oak Park</b> <b>201 South Boulevard</b> <b>Oak Park, IL 60302</b>	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 