PROPOSAL

# Police Department Firing Range Ventilation Improvements

## Village of Oak Park, IL

RFP 20-123

March 31, 2020

ClarkDietz

Engineering Quality of Life®

Clark Dietz

Engineering Quality of Life®

March 31, 2020

Vic Sabaliauskas
Building Maintenance Superintendent
Village of Oak Park
123 Madison St.
Oak Park, IL 60302

RE: Proposal for Professional Mechanical Engineering Services for
The Village Oak Park Police Department Firing Range Ventilation Improvements Project

Dear Mr. Sabaliauskas:

Reliable and safe ventilation system is vital to the operation of the firing range that the village of Oak Park Police Department uses in its service of the public. Clark Dietz, Inc. has the leadership, expertise, experience, and commitment to provide study, design, and construction engineering services to evaluate the existing ventilation system and replace the necessary components to have a functional range that can be utilized for a tactical range training.

The benefits of the Clark Dietz Team for the Village of Oak Park are:

- Proven leadership
- Effective project management
- Expertise with Range Ventilation system
- Proven performance for firing range design and construction engineering capabilities
- Commitment to quality
- Superior service.

This Proposal demonstrates the capabilities of Clark Dietz and our qualifications to provide the design and construction engineering services needed for the firing range ventilation system improvements. It includes this cover letter, an organization chart, key staff resumes, other available support staff, similar project experience, and our project understanding and approach.

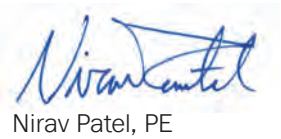
The primary point of contact for this proposal is:

Nirav Patel, PE
MEP Team Leader
1815 S. Meyers Road, Suite 470 Oakbrook Terrace, IL 60181
nirav.patel@clarkdietz.com
phone: 312.466.8242

We pledge that the key staff identified in this proposal will be committed throughout the contract construction. Clark Dietz asks for the opportunity to work with the Village of Oak Park to make this important project a reality.

Sincerely,

Clark Dietz, Inc.



Nirav Patel, PE
MEP Team Leader

# CONTENTS



Nirav Patel / Project Manager / Clark Dietz, Inc. / 1815 S. Meyers Road, Suite 470
Oakbrook Terrace, IL 60181 / 312.466.8242 / nirav.patel@clarkdietz.com

# Section 1

## Capabilities



## ABOUT US

Clark Dietz, Inc. is a multi-disciplined consulting engineering firm operating from offices in Illinois, Indiana, Kentucky and Wisconsin. Our primary areas of service include civil and environmental infrastructure, transportation, structural, mechanical, and electrical engineering.

## OUR PHILOSOPHY

As experienced consultants, we serve as trusted advisors to our clients. As partners, we become fully vested in achieving their goals. We believe in serving our clients to our utmost capacity, period. We operate with integrity, foster collaboration, and expect excellence in all we do. For more than 60 years we have built a reputation for the integrity of our work, our actions, and our results. With an unwavering commitment to our clients, we stand behind everything we do.

## OUR HISTORY

Our roots go back to the 1940's to three University of Illinois Engineering professors; James Clark, Eugene Daily, and Jess Dietz. These three formalized their association by incorporating in 1953. By the late 1970s Clark Dietz was a recognized leader among Midwest-based civil engineering companies serving clients from seven regional offices. The original owners sold the firm and it was ultimately owned by CRS Sirrine, one of the nation's largest engineering and architectural firms. Through an employee buy-out of the Champaign office and the name, Clark Dietz again became a privately held corporation in 1987. Employee ownership has been a key factor in the success of the firm, with approximately 30 percent of current employees now owning stock in the company and all employees participating through an ESOP. Today Clark Dietz employs more than 100 professionals in 10 offices.

## DIVERSITY

We are proud of our diverse professional staff. Approximately 30 percent of our workforce consists of minority or female employees; they also represent over 30 percent of our shareholders. Additionally, we have established annual scholarships for minorities with the University of Illinois at Urbana-Champaign, University of Illinois at Chicago, University of Wisconsin-Platteville, Purdue University-IN, and the Rose-Hulman Institute of Technology.

## SUSTAINABILITY

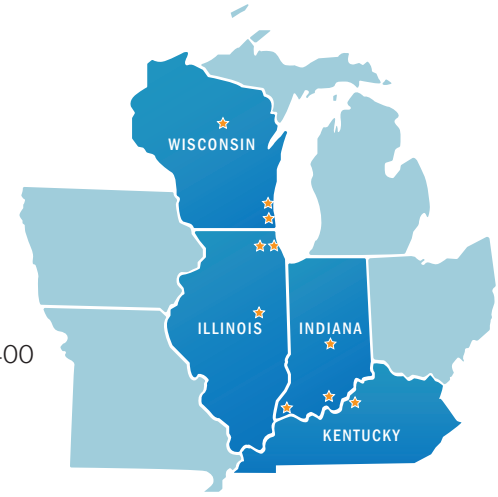
Nature's most precious assets need our protection and we take this responsibility seriously. Our specialists in environmental science, green infrastructure, and our LEED Accredited professionals thoroughly assess the impact a design may have on energy consumption, waterways, habitat, vegetation, and water quality. At Clark Dietz, we are fully committed to optimizing the benefits of sustainability in every solution we design.

## OUR SERVICES

*Infrastructure goes beyond the functional. It is the foundation that connects people, revitalizes communities, spurs economic growth, and protects the environment.*

*It is what we do, who we are, and why we serve.*

- MUNICIPAL
- WATER, WASTEWATER, STORMWATER
- TRANSPORTATION
- ELECTRICAL
- MECHANICAL
- STRUCTURAL




## OUR LOCATIONS

### CHAMPAIGN, IL
125 W. Church Street
Champaign, IL 61820
217.373.8900

### CHICAGO, IL
118 S. Clinton Street, Suite 570
Chicago, IL 60661
312.648.9900

### OAKBROOK TERRACE, IL
1815 S. Meyers Road, Suite 470
Oakbrook Terrace, IL 60181
630.413.4130

### EVANSVILLE, IN
21 SE 3rd Street, Suite 200
Evansville, IN 47708
812.471.4802

### INDIANAPOLIS, IN
8900 Keystone Crossing, Suite 475
Indianapolis, IN 46240
317.844.8900

### NEW ALBANY, IN
120 West Spring Street, Suite 400
New Albany, IN 47150
812.725.8595

### LOUISVILLE, KY
312 S. Fourth Street, Suite 700
Louisville, KY 40202
502.587.1748

### KENOSHA, WI
625 57th Street, 6th Floor
Kenosha, WI 53140
262.657.1550

### MILWAUKEE, WI
759 N. Milwaukee Street, Suite 624
Milwaukee, WI 53202
414.727.4990

### WAUSAU, WI
500 N. 3rd Street, Suite 703
Wausau, WI 54403
715.845.1333



Clark Dietz

# Mechanical

Today's public buildings need energy efficient, safe, and reliable mechanical and electrical systems more than ever before. At Clark Dietz, we strive to optimize sustainability and occupant comfort by improving air quality, reducing energy consumption, and lowering costs.

Whether you need feasibility studies to plan and budget for future work or need design solutions and help with construction, Clark Dietz has the right experience.

## BUILDING TYPES

- Corporate
- Correctional/Criminal Justice
- Educational
- Government
- Health Care Facilities
- Public Works
- Water and Wastewater Plants

## MECHANICAL SYSTEMS

- Chiller and boiler plants
- Utility distribution systems
- Heating and air conditioning
- Ventilation
- Plumbing and fire protection
- Laboratory systems
- Temperature controls
- Geothermal systems

## WATER & ENERGY

- Pump and blower efficiency
- Process performance modeling
- Aeration efficiency
- Biogas reuse
- Green infrastructure
- Renewable Energy

## LEED / ENERGY EXPERIENCE

- Energy Audits
- Sustainable design
- Energy modeling
- Energy recovery systems
- Geothermal systems
- Commissioning
- LEED certification

# Electrical

Electrical engineering has been a recognized specialty of Clark Dietz since the late 1960s. Today we provide electrical engineering services to the municipal, educational, institutional and industrial marketplaces. Our experience in a wide variety of building types and functions enhances our ability to provide innovative and cost-effective design solutions. We provide power distribution engineering for municipalities that own their own electrical distribution system and to those that generate power.

We work closely with our clients and project partners including architects and other engineers on a regular basis. We understand how to mesh our designs into the scope, quality, schedule and budget requirements of a project without losing site of the project goals. We understand the balance between first cost, life cycle cost, and the long term implications of good design.

## POWER DISTRIBUTION

- Wastewater / water treatment facilities
- Campus power distribution
- Substations
- New subdivisions
- Emergency/standby generation

## POWER SYSTEM STUDIES

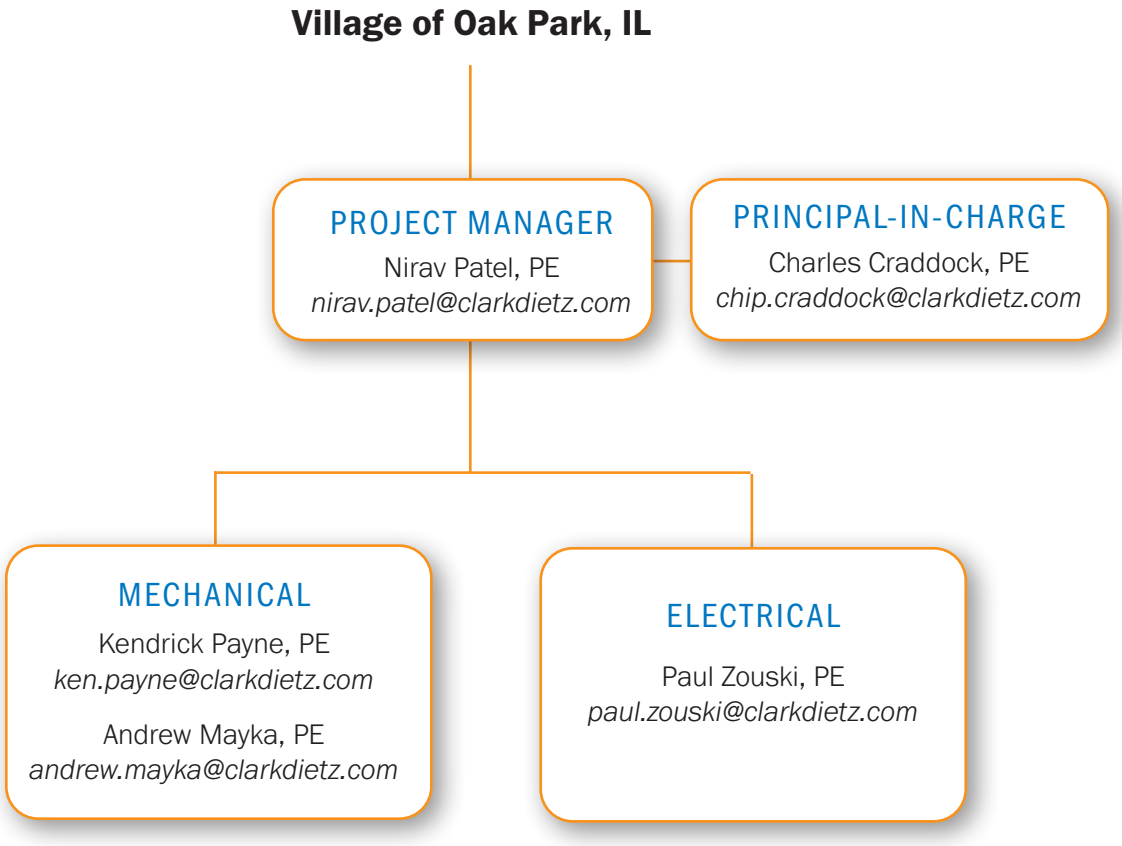
- Harmonic analysis
- Load flow and voltage drop
- Coordination analysis
- Power quality analysis
- Arc flash studies

## LIGHTING / SPECIAL SYSTEMS

- Roadway and parking lot lighting
- Airport lighting
- Fire alarm systems
- Security/card access systems
- Voice/data systems

# Section 2

## Team Organization / Resumes


Village of Oak Park, IL
PROJECT MANAGER
Nirav Patel, PE
nirav.patel@clarkdietz.com
PRINCIPAL-IN-CHARGE
Charles Craddock, PE
chip.craddock@clarkdietz.com
MECHANICAL
Kendrick Payne, PE
ken.payne@clarkdietz.com
Andrew Mayka, PE
andrew.mayka@clarkdietz.com
ELECTRICAL
Paul Zouski, PE
paul.zouski@clarkdietz.com

# Nirav Patel, PE

Project Manager

**EXPERIENCE**
18 Years

**EDUCATION**
BS, Mechanical Engineering,
University of Illinois at Chicago

**REGISTRATIONS**
Illinois Professional Engineer
#062.060001

Indiana Professional Engineer
#11012367

Missouri Professional Engineer
#2014027250

Wisconsin Professional Engineer
#41873

**ADDITIONAL TRAINING**
Revit MEP Fundamentals

**PROFESSIONAL AFFILIATIONS**
American Society of Plumbing Engineers, Member

American Society of Heating, Refrigeration, and Air Conditioning Eng., Member

Mr. Patel is team leader of our Illinois mechanical/electrical design group, and has led project teams through building system evaluations and studies, design, and construction of building improvements and new facilities. Nirav is experienced in the design of heating, ventilation, air conditioning, plumbing, and fire suppression systems in municipal, educational, commercial, and industrial applications. He performs load calculations, reviews ventilation requirements for code compliance, selects and coordinates equipment purchase, performs hydraulic pressure calculations, and produces complete contract documents.

Nirav brings expert oversight and communication and outreach to stakeholders, ensuring a comprehensive solution for Oak Park's Police Station Firing Range Ventilation Improvements project.

## Project Experience

**Engineering Design for Public Safety Facility, Oconomowoc, WI / Project Manager.** Design and bidding services to convert an empty and vacant building to a new Public Safety Facility. The 39,800 SF building will be utilized by the Police Department, Emergency Management, and includes a multi-purpose community room.

**Armed Forces Reserve Center, Madison, WI / Mechanical Engineer.** This 180,233 SF facility consisted primarily of vehicle maintenance and storage, assembly spaces, classrooms, kitchen, dining and office spaces. Specialty spaces included COMSEC, weapon vaults and flammable/controlled waste storage. Systems design included geothermal applications. This project was designed to achieve LEED "self-certification" Silver.

**Police Station Firing Range Ventilation Improvements, Rolling Meadows, IL / Project Manager.** Design phase services including preparation of construction drawings and specifications for modifications required for code compliance. Construction phase services were also provided, including review of the mechanical contractor's proposal, review of shop drawings, responding to questions, and preparation of record drawings.

**Fleetwood-Jourdain Center HVAC & Electrical Improvements, Evanston, IL / Project Manager.** Mechanical, electrical, structural and plumbing design, and construction engineering services for a 23,200 SF community center.

**Chandler-Newberger HVAC and Electrical Improvements, Evanston, IL / Project Manager.** Evaluation of existing HVAC and electrical systems and development of improvement solutions to address energy savings, reliability, ease of maintenance, and minimize capital investment and service disruption during construction of the improvements.

**Pumping Station Switchboard Replacement and VFD Installation, Franklin Park, IL / Construction Engineer.** Electrical design and construction engineering services for replacement of electrical service and pump control

equipment, addition of Variable Frequency Drives, and replacement of pump motors at the Village's water pumping station and 911 Emergency Center. Detailed construction sequencing was provided to avoid service interruption to these facilities during construction.

**Police Station Facility Condition Assessment, Franklin Park, IL / Mechanical Engineer.** Performed physical and functional condition assessment of existing primary and back-up power, lighting, telecom, fire alarm, security systems, heating and air-conditioning units, boilers, and hot water heating system components. Existing plumbing systems serving the locker rooms, restrooms and holding cells were also evaluated.

**Pump House Upgrades, Harwood Heights, IL / Mechanical Engineer.** Engineering services for the renovation of an existing water pump station including updated SCADA system, replacement of electrical power and control equipment, site utility improvements and renovation of the interior and exterior of the building.

**Police Station Modifications, Harwood Heights, IL / Project Manager.** Design of HVAC, electrical, and fire protection improvements for modification of an existing facility training room into three separate areas to create a new dispatch office, corridor and training facility.

**New Fire Stations, Rolling Meadows, IL / Project Manager.** Design and construction phase services for two new fire stations, each approximately 10,000 SF, single story buildings with slab-on-grade floors, perimeter strip footings and foundation walls with interior column pad footings. Mechanical, electrical, plumbing, fire protection and site civil design services were provided for both stations.

**KDOT Office Building Remodel, Campton Hills, IL / Project Manager.** Design of HVAC and electrical system improvements to support the renovation and reconfiguration of approximately 1,700 SF of office space.

**City Hall HVAC Control System Final Design, Rolling Meadows, IL / Project Manager.** Design of a new web-based building automation system, ductwork revisions, fan motor replacements, and a new roof top air conditioner, installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms, that communicate with the new Building Automation System for control interface and alarm notification.

**City Hall Preliminary and Final HVAC, Rolling Meadows, IL / Project Manager.** Performed a condition assessment of the HVAC system in a 40,250 SF municipal office building consisting of three above ground floors and a basement. Systems evaluated included hot water boiler and piping; air conditioning chiller and piping; air handling units, ductwork and variable air volume boxes; roof top air conditioning units; exhaust fans and miscellaneous heating devices; and pneumatic control system. Recommendations for improvements to the HVAC system were developed including a new web-based building automation system, ductwork revisions, and fan motor replacements. An existing packaged roof top air conditioner served the IT Server Room, and the new IT room air conditioning system was installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms. The new unit communicates with the new Building Automation System for control interface and alarm notification.

**Fire House Controls, Winnetka, IL / Project Manager.** Development of design documents integrating three roof top units and the various zones served by them with a new controls system to reside on the Village's network, resulting in improved thermostatic zone control.

# Charles "Chip" Craddock, PE

Principal in Charge

### EXPERIENCE
36 Years

### EDUCATION
MBA, University of Illinois

MS, Electrical Engineering, University of Oklahoma

BS, Electrical Engineering, University of Oklahoma

### REGISTRATIONS
Illinois Professional Engineer #062.050439

Florida Professional Engineer #86708

Indiana Professional Engineer #19600283

Kentucky Professional Engineer #21062

Missouri Professional Engineer #2014027245

Tennessee Professional Engineer #114150

Wisconsin Professional Engineer #31555

### PROFESSIONAL AFFILIATIONS
ACEC Illinois, National Director

Council of American Mechanical and Electrical Engineers, National Director

ACEC Illinois, Capital Development Board Advisory Committee

Illinois Society of Professional Engineers

### CIVIC ORGANIZATIONS
Champaign County Chamber of Commerce

City of Champaign Code Review and Appeals Board

As the Principal-In-Charge, Mr. Craddock holds ultimate responsibility for ensuring staff resources are aligned with client goals and budgets. He has more than 30 years of experience managing mechanical/electrical/plumbing projects and has a built a strong reputation for efficient and effective management of resources. Working directly with our Project Manager, he will provide the guidance and decisions necessary to optimize the efficiency, quality, and timeliness of the project.

As Technical Leader of Electrical Design, Chip oversees all systems work for both design and construction. He has served as electrical project engineer and project manager on a variety of private and public sector projects for municipal, educational, and industrial clients. Early in his career Chip worked as a journeyman wireman gaining extensive hands-on experience in installation of electrical systems, providing the practical foundation for his designs.

## Project Experience

**New Police Station, Antioch, IL / Electrical Engineer.** Design and construction management services for a new 13,040 SF police station. Electrical systems included high efficiency lighting, data and telephone communications and a standby generator to carry critical building loads. HVAC systems utilize single zone air handlers with DX cooling and hot water heating.

**Fleetwood-Jourdain Center HVAC & Electrical Improvements, Evanston, IL / Principal in Charge.** Mechanical, electrical, structural and plumbing design, and construction engineering services for a 23,200 SF community center.

**Pumping Station Switchboard Replacement and VFD Installation, Franklin Park, IL / Quality Assurance/Quality Control Coordinator.** Electrical design and construction engineering services for replacement of electrical service and pump control equipment, addition of Variable Frequency Drives, and replacement of pump motors at the Village's water pumping station and 911 Emergency Center. Detailed construction sequencing was provided to avoid service interruption to these facilities during construction.

**Police Station Facility Condition Assessment, Franklin Park, IL / Project Manager.** Performed physical and functional condition assessment of existing primary and back-up power, lighting, telecom, fire alarm, security systems, heating and air-conditioning units, boilers, and hot water heating system components. Existing plumbing systems serving the locker rooms, restrooms and holding cells were also evaluated.

**New Water Treatment Plant Electrical and Mechanical Design, Rockford, IL / Principal in Charge.** Design of electrical service, power distribution, lighting systems, connection of new control devices to an existing SCADA system, and HVAC systems for a new water treatment facility.

**Pump House Upgrades, Harwood Heights, IL / Electrical Engineer.** Engineering services for the renovation of an existing water pump station

including updated SCADA system, replacement of electrical power and control equipment, site utility improvements and renovation of the interior and exterior of the building.

**New Fire Stations, Rolling Meadows, IL / Principal in Charge.** Design and construction phase services for two new fire stations, each approximately 10,000 SF, single story buildings with slab-on-grade floors, perimeter strip footings and foundation walls with interior column pad footings. Mechanical, electrical, plumbing, fire protection and site civil design services were provided for both stations.

**City Hall Preliminary and Final HVAC, Rolling Meadows, IL / Sr. Project Manager.** Performed a condition assessment of the HVAC system in a 40,250 SF municipal office building consisting of three above ground floors and a basement. Systems evaluated included hot water boiler and piping; air conditioning chiller and piping; air handling units, ductwork and variable air volume boxes; roof top air conditioning units; exhaust fans and miscellaneous heating devices; and pneumatic control system. Recommendations for improvements to the HVAC system were developed including a new web-based building automation system, ductwork revisions, and fan motor replacements. An existing packaged roof top air conditioner served the IT Server Room, and the new IT room air conditioning system was installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms. The new unit communicates with the new Building Automation System for control interface and alarm notification.

# Kendrick Payne, PE, LEED AP

Mechanical Engineer

**EXPERIENCE**
41 Years

**EDUCATION**
Landscape Architecture, University of Illinois

**REGISTRATIONS**
Wisconsin Professional Engineer #27939-6

LEED Accredited Professional

**PROFESSIONAL AFFILIATIONS**
American Society of Heating, Refrigeration and Air Conditioning Engineers

Mr. Payne is experienced with design and construction of heating, ventilation, air conditioning, plumbing and fire protection systems in municipal, industrial, academic, healthcare, and correctional facilities. He also has extensive utility plant systems experience including steam and hot water boilers, chiller plants, compressed air and vacuum systems, propane plants, fuel oil storage, and specialty gas storage and handling. Ken is a leader in sustainable design initiatives and knowledgeable in the application of LEED principles for mechanical, electrical, and plumbing systems.

## Project Experience

**Engineering Design for Public Safety Facility, Oconomowoc, WI / Mechanical Engineer.** Design and bidding services to convert an empty and vacant building to a new Public Safety Facility. The 39,800 SF building will be utilized by the Police Department, Emergency Management, and includes a multi-purpose community room.

**Fleetwood-Jourdain Center HVAC & Electrical Improvements, Evanston, IL / Mechanical Engineer.** Mechanical, electrical, structural and plumbing design, and construction engineering services for a 23,200 SF community center.

**Chandler-Newberger HVAC and Electrical Improvements, Evanston, IL / Mechanical Engineer.** Evaluation of existing HVAC and electrical systems and development of improvement solutions to address energy savings, reliability, ease of maintenance, and minimize capital investment and service disruption during construction of the improvements.

**New Water Treatment Plant Electrical and Mechanical Design, Rockford, IL / Mechanical Engineer.** Design of electrical service, power distribution, lighting systems, connection of new control devices to an existing SCADA system, and HVAC systems for a new water treatment facility.

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**City Hall HVAC Control System Final Design, Rolling Meadows, IL / Lead Mechanical Engineer.** Design of a new web-based building automation system, ductwork revisions, fan motor replacements, and a new roof top air conditioner, installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms, that communicate with the new Building Automation System for control interface and alarm notification.

**City Hall Preliminary and Final HVAC, Rolling Meadows, IL / Lead Mechanical Engineer.** Performed a condition assessment of the HVAC system in a 40,250 SF municipal office building consisting of three above ground floors and a basement. Systems evaluated included hot water boiler and piping; air conditioning chiller and piping; air handling units, ductwork and variable air volume boxes; roof top air conditioning units; exhaust fans and miscellaneous heating devices; and pneumatic control system. Recommendations for improvements to the HVAC system were developed including a new web-based building automation system, ductwork revisions, and fan motor replacements. An existing packaged roof top air conditioner served the IT Server Room, and the new IT room air conditioning system was installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms. The new unit communicates with the new Building Automation System for control interface and alarm notification.

**Fire House Controls, Winnetka, IL / Mechanical Engineer.** Development of design documents integrating three roof top units and the various zones served by them with a new controls system to reside on the Village's network, resulting in improved thermostatic zone control.

# Andrew Mayka, PE

Mechanical Engineer

**EXPERIENCE**
11 Years

**EDUCATION**
BS, Mechanical Engineering, University of Illinois at Urbana-Champaign

MS, Energy Engineering, University of Illinois at Chicago

**REGISTRATIONS**
Illinois Professional Engineer #062.066783

**ADDITIONAL TRAINING**
ASHRAE HVAC Essential Design

**PROFESSIONAL AFFILIATIONS**
American Society of Heating, Refrigeration, and Air Conditioning Eng., Affiliate Member

Mr. Mayka is an experienced mechanical engineer, skilled in determining mechanical design requirements, selecting valves and pumps, coordinating the completion of required design analyses, and determining code and regulatory requirements. Andy is experienced with performing load calculations in Trane Trace 700, sizing and routing ductwork and hydronic system piping in AutoCAD MEP, creating cost estimates, and performing pressure loss computations.

## Project Experience

**Engineering Design for Public Safety Facility, Oconomowoc, WI / Mechanical Engineer.** Design and bidding services to convert an empty and vacant building to a new Public Safety Facility. The 39,800 SF building will be utilized by the Police Department, Emergency Management, and includes a multi-purpose community room.

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**Fleetwood-Jourdain Center HVAC & Electrical Improvements, Evanston, IL / Mechanical Engineer.** Mechanical, electrical, structural and plumbing design, and construction engineering services for a 23,200 SF community center.

**Chandler-Newberger HVAC and Electrical Improvements, Evanston, IL / Mechanical Engineer.** Evaluation of existing HVAC and electrical systems and development of improvement solutions to address energy savings, reliability, ease of maintenance, and minimize capital investment and service disruption during construction of the improvements.

**Water Treatment Facility Improvements, East Dundee, IL / Mechanical Engineer.** Mechanical design including HVAC for the entire plant, chemical feed equipment building, electrical and HVAC rooms, meter shop and control room for SCADA system.

**New Fire Stations, Rolling Meadows, IL / Mechanical Engineer.** Design and construction phase services for two new fire stations, each approximately 10,000 SF, single story buildings with slab-on-grade floors, perimeter strip footings and foundation walls with interior column pad footings. Mechanical, electrical, plumbing, fire protection and site civil design services were provided for both stations.

**KDOT Office Building Remodel, Campton Hills, IL / Mechanical Engineer.** Design of HVAC and electrical system improvements to support the renovation and reconfiguration of approximately 1,700 SF of office space.

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# Paul Zouski, PE

Electrical Engineer

### EXPERIENCE
17 Years

### EDUCATION
BS, Electrical Engineering, University of Wisconsin - Platteville

### REGISTRATIONS
Illinois Professional Engineer #062.065998

Wisconsin Professional Engineer #42301-6

Kentucky Professional Engineer #33759

Virginia Professional Engineer #0402059171

Texas Professional Engineer #117485

Wisconsin Commercial Electrical Inspector #1068205

Wisconsin Master Electrician #1068205

### ADDITIONAL TRAINING
NFPA 70E Electrical Safety in the Workplace Seminar

NECA Basic Estimating of Electrical Construction

OSHA 10 Certification

### PROFESSIONAL AFFILIATIONS
National Society of Professional Engineers

Wisconsin Society of Professional Engineers

Mr. Zouski is an experienced project engineer specializing in electrical design and cost estimating for municipal, academic, corporate, and industrial facilities. He designs to required specifications, with a focus on the economy, safety, reliability, quality and sustainability of the result. Paul understands the importance of continuous operations and provides the necessary attention to minimize service disruption during construction. His background as a commercial electrical inspector and electrician is the foundation of his efficiency in field investigations constructible designs.

### Project Experience

**Engineering Design for Public Safety Facility, Oconomowoc, WI / Electrical Engineer.** Design and bidding services to convert an empty and vacant building to a new Public Safety Facility. The 39,800 SF building will be utilized by the Police Department, Emergency Management, and includes a multi-purpose community room.

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**KDOT Office Building Remodel, Campton Hills, IL / Electrical Engineer.** Design of HVAC and electrical system improvements to support the renovation and reconfiguration of approximately 1,700 SF of office space.

**City Hall HVAC Control System Final Design, Rolling Meadows, IL / Electrical Engineer.** Design of a new web-based building automation system, ductwork revisions, fan motor replacements, and a new roof top air conditioner, installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms, that communicate with the new Building Automation System for control interface and alarm notification.

**City Hall Preliminary and Final HVAC, Rolling Meadows, IL / Electrical Engineer.** Performed a condition assessment of the HVAC system in a 40,250 SF municipal office building consisting of three above ground floors and a basement. Systems evaluated included hot water boiler and piping; air conditioning chiller and piping; air handling units, ductwork and variable air volume boxes; roof top air conditioning units; exhaust fans and miscellaneous heating devices; and pneumatic control system. Recommendations for improvements to the HVAC system were developed including a new web-based building automation system, ductwork revisions, and fan motor replacements. An existing packaged roof top air conditioner served the IT Server Room, and the new IT room air conditioning system was installed while the existing roof top system was still in operation. The new system has electric reheat, infrared humidification, water leak detection, and high temperature alarms. The new unit communicates with the new Building Automation System for control interface and alarm notification.

# Section 3

## Comparable Work

# Police Station Firing Range Ventilation Improvements

Rolling Meadows, IL

**CONSTRUCTION COST**
$58,900

**COST OF ENGINEERING**
$11,192

**SIZE**
10,600 CFM

**PROJECT TEAM**
Andrew Mayka, PE
Nirav Patel, PE
Paul Zouski, PE

**OWNER CONTACT**
Bill Arneson
Deputy Chief of Police
City of Rolling Meadows
ARNESON@cityrm.org

Clark Dietz reviewed a report prepared by others that outlined details of ventilation compliance testing performed at the pistol range located in the basement of the City Hall/Police Station facility. The report indicated that the existing ventilation system serving this space was not in compliance with current ventilation code requirements. Following review of the report, Clark Dietz performed analysis and prepared design documents to address the ventilation deficiencies.

The design phase services included preparation of construction drawings and specifications for modifications required for code compliance. We also provided construction phase services including review of the mechanical contractor's proposal, review of shop drawings, responding to questions that arose during construction, and preparation of record drawings.

Project Elements

- Removal of existing ventilation systems and replacment with new ductwork and spiral diffusers.
- Removal and replacement of existing HEPA filters with new filters.
- Update range controls to ensure negative pressure within range.
- Update ventilation system to allow laminar distribution through range.
- Replacement of existing fan motors to allow adequate ventilation rates meeting NIOSH and OSHA standards.
- New ventilation system providing an average of 72 FPM of ventilation at firing line and 55 FPM through the range.

# Engineering Design for Public Safety Facility

Oconomowoc, WI

**CONSTRUCTION COST**
$6,700,000 (est.)

**COST OF ENGINEERING**
$158,600

**SIZE**
40,000 SF

**PROJECT TEAM**
Andrew Mayka, PE
Nirav Patel, PE
Paul Zouski, PE

**CLIENT CONTACT**
Andrew Mayo
FGM Architects
414.346.7284
AndrewM@fgmarchitects.com

Clark Dietz provided design and bidding services for mechanical, electrical, plumbing, and fire protection systems to support the conversion of an existing vacant building into a new Public Safety Facility. The new 38,900 SF facility will house the Police Department, Emergency Management Services, and a multi-purpose community room. The project also included evidence lab areas, gun cleaning, dispatch, and evidence storage.

Clark Dietz was responsible for these design elements:

- Remove all existing HVAC, electrical and plumbing systems throughout the facility, including equipment and fixtures.
- Install four new rooftop units.
- Install new domestic water system including instantaneous gas fired water heaters and water saving plumbing fixtures.
- Install new DDC controls with VVT dampers and thermostats.
- Install new electrical distribution system for power and lighting.
- Install new LED lighting throughout the facility.
- Install new power distribution system for site lighting.
- Install new computer room air conditioning units for server room.
- Install new fire protection system for the entire building, including dry systems for vehicle storage areas and FM200 system for server rooms.
- Install new CO/NO2 detection system, make up air units, exhaust fans and controls for ventilation system associated with vehicle storage areas.

# Armed Forces Reserve Center

Madison, WI

**CONSTRUCTION COST**
$6,757,300

**COST OF ENGINEERING**
$775,725

**SIZE**
180,233 SF

**PROJECT TEAM**
Andrew Mayka, PE
Nirav Patel, PE

**OWNER CONTACT**
Bill Napier
Architect
Wisconsin Division of
Facilities Development
608.267.0422
Bill.Napier@Wisconsin.gov

This 151,233 GSF Armed Forces Reserve Center and 28,000 GSF Organizational Maintenance Shop provide space for the Wisconsin Army National Guard, Army Reserve, Navy Reserve and Marine Corps Reserve. This highly diversified campus not only houses many branches but presented some unique challenges for the design team.

Energy modeling and life cycle cost analysis were used to optimize and integrate engineering and architecture design to achieve a building that uses 30% less energy than a baseline standard of ASHRAE 90.1. Geothermal was evaluated along with other energy improvements for benchmarking the project for LEED Silver "self" certified. Areas within these buildings have very tight temperature and humidity control requirements. These areas include assembly hall with kitchens, archival storage, weapons simulator room, range, weapons storage rooms, unit and gear storage and AV storage. The entire design team (architectural, structural, and MEP) communicated designs/space constraints to each other using 3D modeling software that identified conflicts during the design process rather than during construction.

Clark Dietz was responsible for providing mechanical and electrical engineering of new construction in two buildings including HVAC, plumbing, fire protection, security, and technology, Level 1 commissioning and LEED "self-certification" Silver.

- Two cooling towers and water cooled chillers with VFDs serving the needs of entire building.
- Centrally located dedicated outdoor air units; demand control ventilation for required outdoor air.
- Fan coil units and desiccant dehumidifiers used as terminal units to meet the temperature and humidity needs of various areas.
- Three restroom areas and military unit locker rooms
- Multiple large air handling units serving office areas with VAV and Reheat system air distribution with VFD drives on all pumps and supply fans.
- Energy recovery units on exhaust air systems.
- DDC control system to monitor building activities.
- 95% energy efficient condensing boiler system for heating.
- 100% back-up power system for both buildings.
- Fire suppression systems customized to various areas.

# Section 4

## Commitment / Rates / Objections

# COMMITMENT

Clark Dietz serves clients from 10 offices in 4 states—Illinois, Indiana, Kentucky, and Wisconsin. We currently employ 134 people, with 31 located in our Chicago area offices. We firmly believe that regardless of where the project is located, the team for the project should be based on the need of the project and team's qualifications. The team presented was chosen based on the project understanding and qualifications of individuals. Our current forecast indicates this team is prepared and available to begin work on this project immediately upon receipt of a Professional Services Agreement.

We are proposing Nirav Patel as project manager and Ken Payne and Andy Mayka as the mechanical engineers. This team has worked on over 200 municipal projects including 18 projects for public safety facility. As you may or may not know, Clark Dietz policies require the Project Manager to utilize the same staff that was proposed during the selection. This has allowed us to be true to our clients and deliver the product that was promised. Electrical engineering will be led by Paul Zouski. Keeping systems operational in live facilities is this team's specialty. They have worked with countless agencies to ensure power is available at all times during phasing/ switchovers.

# RATES

SCHEDULE OF GENERAL BILLING RATES

CLARK DIETZ, INC.

January 1, 2020

| TITLE | HOURLY RATE |
|---|---|
| Principal | $240.00 |
| Engineer 8 | 225.00 |
| Engineer 7 | 205.00 |
| Engineer 6 | 195.00 |
| Engineer 5 | 175.00 |
| Engineer 4 | 155.00 |
| Engineer 3 | 140.00 |
| Engineer 2 | 125.00 |
| Engineer 1 | 115.00 |
| Technician 5 | 150.00 |
| Technician 4 | 140.00 |
| Technician 3 | 120.00 |
| Technician 2 | 100.00 |
| Technician 1 | 90.00 |
| Clerical | 90.00 |

Notes:
The rates in this schedule will be reviewed and adjusted as necessary but not sooner than six months after the date listed above. Rates include actual salaries or wages paid to employees of Clark Dietz plus payroll taxes, FICA, Worker's Compensation insurance, other customary and mandatory benefits, and overhead and profit. All project related expenses and subconsultants will be billed at 110% of actual cost to cover handling and administrative expenses.

# OBJECTIONS

The RFP requested several items to be included as part of the construction phase services. This appears to be required for municipal roadway construction project. Since, this project will not require such detailed construction phase services following modifications are requested to the scope.

1. Full-time project oversight is not expected to be necessary, however, when/if requested by the Village, provide project oversight by an ~~resident~~ engineer ~~(RE) and full-time construction inspection with an inspector~~. Field staff assigned to project shall be capable of effectively communicating with the stakeholders affected by the project, and are able to effectively communicate with the Contractor to protect the interests of the Village. ~~Provide a description of the anticipated oversight by the inspector and role of the RE for this project (part time vs. full time, mix of part time/full time, etc. by showing percentage of weekly hours in the organizational chart each staff member will dedicate to this project).~~ A design engineer will be available for questions or concerns that may arise during construction. We anticipate this work to be limited to 8 hours during construction and is included in our fee proposal. Any additional oversight or field visits may be provided on an hourly basis.

2. Construction Observation:

    a. ~~Provide 24-hour emergency contact information, provide contact person and phone number to respond to Police Dept. inquiries and complaints. Inquiries and complaints received by Public Works staff will be forwarded for the consultant to respond. The contact information will also be displayed online on the Village's GIS CIP story-map page.~~ The construction work will occur in the building during occupied hours. Contact information for our staff will be available for needs during construction.

    b. The consultant team shall be proficient in mechanical systems similar in character to the proposed work in order to make small design-changes in the field as issues arise. The design-engineering contract contained some extra hours to respond to RFI's for any questions directly related to the intent of the design.

    c. ~~Maintain a project diary and daily inspection log.~~

    d. ~~Collect and review all material tickets on a daily basis.~~

    e. ~~Inspect all construction warning-signs and devices.~~

    f. Organize and lead any project meetings required~~, as well as organize a bi-weekly meeting~~ with village staff (if necessary). Agenda and minutes shall be prepared by the consultant for any formal meetings.

    g. Consultant shall review all extras and change-orders and give a recommendation to the Village.

    h. ~~Inspect traffic control.~~

    i. ~~The consultant team shall maintain daily oversight of the contractor's 'two week look ahead schedule' to ensure sequencing of the work accounts for all subsequent pay items.~~

    j. ~~Verify contractor's construction staking and layout for accuracy and conformance with contract plans, and intent of the project.~~

3. Pre-construction meeting:

    a. Review plans and specifications with assigned field-staff prior to pre-construction meeting.

    b. Schedule, lead, and prepare minutes for pre-construction meeting.

        i. Notify stakeholders of time and place of meeting.

        ii. Notify affected Village Departments/Divisions, including police~~ and fire, and any impacted schools or park districts~~, coordinating any major items or issues prior to the pre-construction meeting.

    c. The consultant shall review and approve any required shop-drawings in advance of the contractor ordering any material.

4. Construction Documentation:

   a. ~~Keep track of all quantities related to each pay item, tracking the current projected-total at all times and notify the Village in advance if the contract amount will be exceeded.~~ The project will be a lump sum contract and will not have pay items. Any change order work will be discussed with the Village prior to construction.

   b. ~~Perform yield checks on all materials, and depth-checks as required.~~

   c. ~~Material testing (if applicable) shall be included in the consultant's scope.~~

   d. ~~Establish and maintain schedule for progress payments.~~

   e. ~~Submit monthly pay estimates.~~ The pay application will be submitted by the contractor. Develop and verify payment requests. Consultant shall collect and review all waivers, affidavits, and certified payrolls prior to recommending payment to the Village.

5. Coordination:

   a. Coordinate and attend a pre-construction meeting with all affected stakeholders.

   b. ~~Coordinate sidewalk outage and access with all stakeholders. Construction staging is important and the consultant shall keep track of pedestrian accessibility routes during construction for each project site with 1 side of the sidewalk open at all times. Depending on the size and needs of each site this may require the consultant creating a sketch sequencing the ADA corners, to be provided to the Contractor.~~

   c. ~~Coordinate loss of parking impacts (if any) with Village of Oak Park Parking Services department.~~

   d. The consultant shall perform general coordination related to air flow testing certifications forms to help ensure all proper documentation is being provided to the contractor in order to receive approvals.

   e. ~~Keep a cloud-based spreadsheet for tracking resident-inquiries and outstanding-items throughout the duration of the project which will be shared with the Village to view (the Village has a drop-box account). The information should be updated on a daily basis. In the case that the consultant has a preferred cloud-based platform other than drop-box such as air-table or head-light please state the specific software on the proposal; if the software requires subscription fees this should be included in the cost of the work throughout the duration of the project to ensure the village has constant access.~~

6. Construction project closeout:

   a. ~~Verify final measurements/quantities with Contractor.~~

   b. Develop a rolling-punch list and verify satisfactory completion as each item is completed.

   c. Provide final project accounting/documentation.

   d. Consultant shall review final ~~quantities~~ pay application with the contractor and present an agreed upon final estimate to the Village for processing.

   e. Close out project, and submit all paperwork as required.

   f. Process final payment.

   g. Provide as-built drawings in electronic format (pdf, cad, and GIS files). As-built drawings shall include final locations of all components installed as part of this Project.

   h. Owner's walk-through: At the conclusion of the project the consultant shall lead a 'walk-through' of all work completed with Village staff.

# Section 5

## Understanding / Approach

# PROJECT UNDERSTANDING

The Village of Oak Park is seeking proposals from qualified engineering firms to review operation of their existing firing range and resolve ventilation issues related to the range. The Village had retained Carey's Small Arms range to evaluate existing condition and for compliance testing that was performed at the Range located in the basement of Village Hall/Police Station building at 123 Madison St. The findings indicate that the existing ventilation system serving the Range is not in compliance with current ventilation requirements. Clark Dietz will review existing report, analyze and provide prepare design documents that will address the ventilation deficiencies found.

The modifications to the system may require removal and replacement of existing air handling unit located in the mechanical room, replacement of existing supply, return and exhaust ductwork to/from the range. Replace existing exhaust fan and filtration system to allow additional airflow to be circulated through the range. The existing filtration system will also need to be revised to ensure all exhaust that is discharaged to the exterior has been properly filtered from all contaminants. Additionally, the range will need to be revised to operate under negative pressure to keep all contaminants with-in the range.

# PROJECT APPROACH

Following are some of the key items that we have identified based on our walk through. We have also listed how our team would address them for a successful project

### 1. Construction in a Public Safety Building

The project may require replacement of an existing air handling unit in a public safety building. There are a lot of challenges associated with this including safety of staff and keeping the building functional during construction. If all of these are not planned carefully, they can have a very negative impact on the project budget/schedule. Clark Dietz works very closely with the stakeholders to ensure highly coordinated construction sequencing, phasing and layouts prior to work beginning. Our mechanical staff addressed this exact situation while working with City of Rolling Meadows and City of Champaign on several projects over the last few years. These projects were constructed with building fully occupied and allowing staff to work around equipment shut downs. We planned this work ahead and built-in these requirements in our construction schedule to ensure project didn't see these delays.

### 2. Our Approach for Equipment Replacement

The biggest challenge is clearances around the existing unit. There is not much space to install a new unit without a system shut down. This is extremely difficult for a building that is occupied 24/7. We propose to review existing building mechanical room layout to determine if an alternate location is available. We will work with multiple suppliers to ensure the unit sizes are coordinated so if there is a potential to reduce the overall unit size those items are thoroughly reviewed. We will also try to minimize the amount of equipment that must be replaced. Based on our initial review the system capacity needs to be increased by about 30%. There are various options to achieve this goal. We will analyze all options in the preliminary stages of the project and prepare design documents with the lowest capital cost for the project.

### 3. Role of a Trusted Advisor via Communication and Service from start to finish

Clark Dietz goal is to be our Clients' trusted advisor, so they view us as an extension to their staff. This goal cannot be achieved with constant communications. The Village and other stakeholders can expect collaboration and detailed communications regarding project details, schedules, costs, and timelines. We take pride in providing an experience that is nothing short of exceptional. Preserving the integrity of our project team by utilizing the same team members that have been presented in this proposal from concept to completion is how we differentiate from our competitors.

## SCOPE OF SERVICES

The following is the specific scope of work for the design and construction phase services. In the scope listed below, the design phase services include preparation of construction drawings and specifications for the range. Similarly, the construction phase services include review of the shop drawings and responding to any questions that may arise during construction.

1. Analyze report prepared by Carey's and other testing agencies.
2. Review code requirements for proper ventilation of a Pistol Range.
3. Verify calculations for ventilation requirements.
4. Review existing record drawings to understand existing system operation.
5. Make field observations of all existing supply and exhaust ventilation equipment including supply plenum and exhaust fan conditions.
6. Provide design documents to revise existing ventilation system including supply fan, exhaust fan, and filtration system.
7. Prepare drawings for modifications required to existing ductwork/distribution systems and ventilation equipment.
8. Provide specifications for required components associated with ventilation system.
9. Provide construction phase services including review of the contractor proposals/bids, review shop drawings during construction, respond to questions and prepare record drawings of any changes made.

## ASSUMPTIONS

Following is a list of assumptions for this project.

1. If required, local permits for this project will be obtained by the contractor with information provided by Clark Dietz.
2. Existing ventilation system serving the Pistol range consisting of SF-5 and EF may need to be replaced. Final design options will be evaluated based on the capital improvements cost during preliminary design.
3. Work associated with architectural improvements include modifying the range and replacing range equipment such as targets, firing lane dividers, and control room apparatus. Modifications to back stop will be completed by the village under a separate contract and are not included in the scope of this project.
4. New controls system being provided will be limited to controlling the SF-5 and EF and not the remaining building.
5. The ventilation system will not be provided with any heating capacity. The evaluation of heating system can be included as an added scope to the project.
6. The unit will not be required to provide mechanical cooling or economizer options.

# Section 6

## Cost Proposal

MANHOUR ESTIMATE

Project: Professional Mechanical Engineering Services
Scope: Mechanical/Electrical
Discipline:

Date: 3/30/20
Estimator: NTP
Checked: KRP

| ITEM | CDI-PM NTP | CDI-ME KRP | CDI-ME AJM | CDI-EE PLZ | | Total |
|---|---|---|---|---|---|---|
| **Task 1 - Pre Design** | | | | | | |
| Code Review | 2 | | | | | 2 |
| Review Existing Data | 2 | | 1 | | | 3 |
| Load Calculations | 1 | | 1 | | | 2 |
| Equipment Sizing/Selection | 1 | | 2 | | | 3 |
| Coordination (Internal/External) | | | 1 | | | 1 |
| Report Data: | | | | | | - |
| Project Understanding | | 1 | 2 | | | 3 |
| Existing Descriptions | | 1 | 2 | | | 3 |
| Proposed Work | 2 | 2 | 4 | | | 8 |
| Recommendations | | 2 | 1 | | | 3 |
| Opinion of Probable Cost | 2 | | | | | 2 |
| Review Meeting (External) | 2 | | | | | 2 |
| Respond to Review Comments | | | 1 | | | 1 |
| Subtotal Design Development (Hours) | 12 | 6 | 15 | - | - | 33 |
| Subtotal Design Development (Fee) | $ 2,040 | $ 960 | $ 1,950 | $ - | $ - | $ 4,950 |
| **Task 2 - Design** | | | | | | |
| Design Team Meetings | 2 | 1 | 2 | 2 | | 7 |
| Coordination (Internal/External) | 4 | | 2 | | | 6 |
| Xref Creation/Conversion | | | 1 | | | 1 |
| Drawings: | | | | | | - |
| Heating/Ventilation | | | | | | - |
| Legend, Notes, Abbrev. | | | 1 | | | 1 |
| System Schematics | | 2 | 4 | | | 6 |
| Demolition Plans | 2 | 4 | 8 | | | 16 |
| New Work Plans | 2 | 8 | 20 | | | 32 |
| Enlarged Plans | 2 | 1 | 4 | | | 7 |
| Sections | 2 | | 4 | | | 6 |
| Details | | 2 | 2 | | | 5 |
| Schedules | 2 | | 2 | | | 5 |
| Electrical | | | | | | - |
| Legend, Notes, Abbrev. | | | | 1 | | 1 |
| System Schematics | | | | 2 | | 2 |
| Demolition Plans | | | | 2 | | 2 |
| New Work Plans | | | | 4 | | 4 |
| Enlarged Plans | | | | 2 | | 2 |
| Sections | | | | 2 | | 2 |
| Details | | | | 1 | | 1 |
| Schedules | | | | 2 | | 2 |
| Front End Specifications | 1 | | | | | 1 |
| Technical Specifications | 6 | | | 4 | | 12 |
| Cost Estimates | 1 | | | | | 1 |
| Review Meeting (External) | 2 | | | | | 2 |
| Respond to Review Comments | 1 | | 2 | | | 3 |
| Quality Assurance/Quality Control | 4 | | | | | 4 |
| Final Revisions - Drawings | | | 1 | 1 | | 4 |
| Final Revisions - Specifications | 1 | | 1 | | | 2 |
| Subtotal Construction Documentation (Hours) | 32 | 18 | 54 | 23 | - | 137 |
| Subtotal Construction Documentation (Fee) | $ 5,440 | $ 2,880 | $ 7,020 | $ 3,220 | $ - | $ 19,550 |

MANHOUR ESTIMATE

Project: Professional Mechanical Engineering Services
Scope: Mechanical/Electrical
Discipline:

Date: 3/30/20
Estimator: NTP
Checked: KRP

| ITEM | CDI-PM NTP | CDI-ME KRP | CDI-ME AJM | CDI-EE PLZ | | Total |
|---|---|---|---|---|---|---|
| **Task 3 - Bidding** | | | | | | |
| Tech. Queries / Clarifications | 2 | | | | | 2 |
| Preparation Addenda | 1 | 1 | | 1 | | 3 |
| Pre - Bid Conference | 2 | | | | | 2 |
| Subtotal Bidding (Hours) | 5 | 1 | - | 1 | - | 7 |
| Subtotal Bidding (Fee) | $ 850 | $ 160 | $ - | $ 140 | $ - | $ 1,150 |
| **Task 4 - Construction** | | | | | | |
| Pre-Construction Conference | 2 | | | | | 2 |
| Construction Admin. General | 4 | | | | | 4 |
| Shop Drawing Review | 8 | | | | | 8 |
| Start up | 3 | | | | | 3 |
| Site Obseration | 4 | | | | | 4 |
| Inspections - Final | 4 | | | | | 4 |
| Record Drawings | | | 2 | | | 2 |
| Operation & Maint. Manuals | 2 | | | | | 2 |
| Subtotal Construction (Hours) | 27 | - | 2 | - | - | 29 |
| Subtotal Construction (Fee) | $ 4,590 | $ - | $ 260 | $ - | $ - | $ 4,850 |
| **SUMMARY** | | | | | | |
| Total Hours | 76 | 25 | 71 | 24 | - | 206 |
| Labor/hour ($) | 55 | 52 | 42 | 45 | 47 | |
| Fee/hour ($) | 170 | 160 | 130 | 140 | - | |
| Fee | 12,920 | 4,000 | 9,230 | 3,360 | - | 30,500 |

# Section 7

## Communication and Outreach

## Not Applicable

# Section 8

## Required Forms

# RESPONDENT CERTIFICATION

PROPOSAL SIGNATURE: _____

State of Illinois )

County of Champaign )

Jerald T. Payonk,

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 March 30, 2020

Clark Dietz, Inc.
Organization Name

(Seal - If Corporation)

By _____
Authorized Signature

125 W. Church Street, Champaign, IL 61820
Address

217.373.8900
Telephone

Subscribed and sworn to before me this 30th day of March, 2020.

_____
Notary Public

In the state of Illinois.

My Commission Expires: 9/1/21

OFFICIAL SEAL
MELODY L GARLAND
Notary Public – State of Illinois
My Commission Expires September 12, 2021

**(Fill Out Applicable Paragraph Below)**

(a) Corporation

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

The full names of its Officers are:

President Charles Craddock

Secretary Mustafa Emir

Treasurer Wesley Christmas

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

Clark Dietz, Inc., as part of its bid on a contract for
(name of Respondent)

Professional Engineering Services for Construction Engineering (Phase III) for the 2020 Green alley Improvements Project 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 30th day
of March, 2020.

_____
(Notary Public)

OFFICIAL SEAL
MELODY L GARLAND
Notary Public – State of Illinois
My Commission Expires September 12, 2021

Oak Park

## Attachment II. TAX COMPLIANCE AFFIDAVIT

Jerald T. Payonk, being first duly sworn, deposes and says:

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

Clark Dietz, 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.

By: Jerald T. Payonk
Its: Executive Vice President

Clark Dietz, Inc.
(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 30th day of March, 2020.

Melody L Garland
Notary Public's Signature

- Notary Public Seal -

OFFICIAL SEAL
MELODY L GARLAND
Notary Public – State of Illinois
My Commission Expires September 12, 2021

## 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 proposal document. Failure to respond truthfully to any question on the list or failure to cooperate fully with further inquiry by the Village of Oak Park will result in disqualification of your proposal.

## Attachment III. ORGANIZATION OF BIDDING FIRM

**Please fill out the applicable section:**

**A. Corporation:**
The Consultant is a corporation, legally named Clark Dietz, 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 Charles Craddock

Secretary Mustafa Emir

Treasurer Wesley Christmas

Registered Agent Name and Address: Harvey M. Stephens, Brown, Hay & Stephens , LLP
PO Box 2459, Springfield, IL 62705

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, Jerald T. Payonk being first duly sworn on oath depose and state as follows:

(Print Name)

1. I am the (title) Executive Vice President 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[1] 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 Jerald T. Payonk

Name of Business: Clark Dietz, Inc. Your Title: Executive Vice President

Business Address: 1815 S. Meyers Road, Suite 470, Oakbrook Terrace, IL 60181

(Number, Street, Suite #) (City, State & Zip)

Telephone: 217.373.8945 Fax: 217.373.8923 Web Address: www.clarkdietz.com

Subscribed to and sworn before me this 30th day of November, 2020.

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: Clark Dietz, Inc.

2. Check here if your firm is:

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

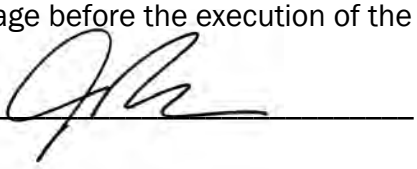
   [Submit copies of any W/W/DBE certifications]

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

   109 Number of full-time employees

   6 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: March 30, 2020

# 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 Department of Public Works at 708-358-5700.

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

Contractor Name Clark Dietz, Inc.
Total Employees 115

| | | | | | Males | | | | Females | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Job Category | Total # of Empl. | Total Males | Total Females | Black | Hispanic | American Indian | Alaskan Native | Asian & Pacific Islander | Hispanic | American Indian | Alaskan Native | Asian & Pacific Islander | Total Minorities |
| Officials & Managers | 13 | 8 | 5 | | | | | | | | | 1 | 1 |
| Professionals | 61 | 48 | 13 | 2 | 2 | | | 2 | 1 | | | 1 | 8 |
| Technicians | 27 | 24 | 3 | | | | | 1 | | | | | 1 |
| Sales Workers | 5 | 3 | 2 | | | | | | | | | | 0 |
| Office & Clerical | 9 | 1 | 8 | 1 | | | | | | | | | 1 |
| Semi-Skilled | | | | | | | | | | | | | |
| Laborers | | | | | | | | | | | | | |
| Service Workers | | | | | | | | | | | | | |
| 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.

Jerald T. P ayonk, being first duly sworn, deposes and says that he/she is
the Executive Vice President
(Name of Person Making Affidavit)
(Title or Officer)
of Clark Dietz, Inc. and that the above EEO Report information is true and accurate and is submitted with the intent that it

be relied upon. Subscribed and sworn to before me this 30th day of March, 2020.

Melody L Garland
( Signature )

March 30, 2020
( Date

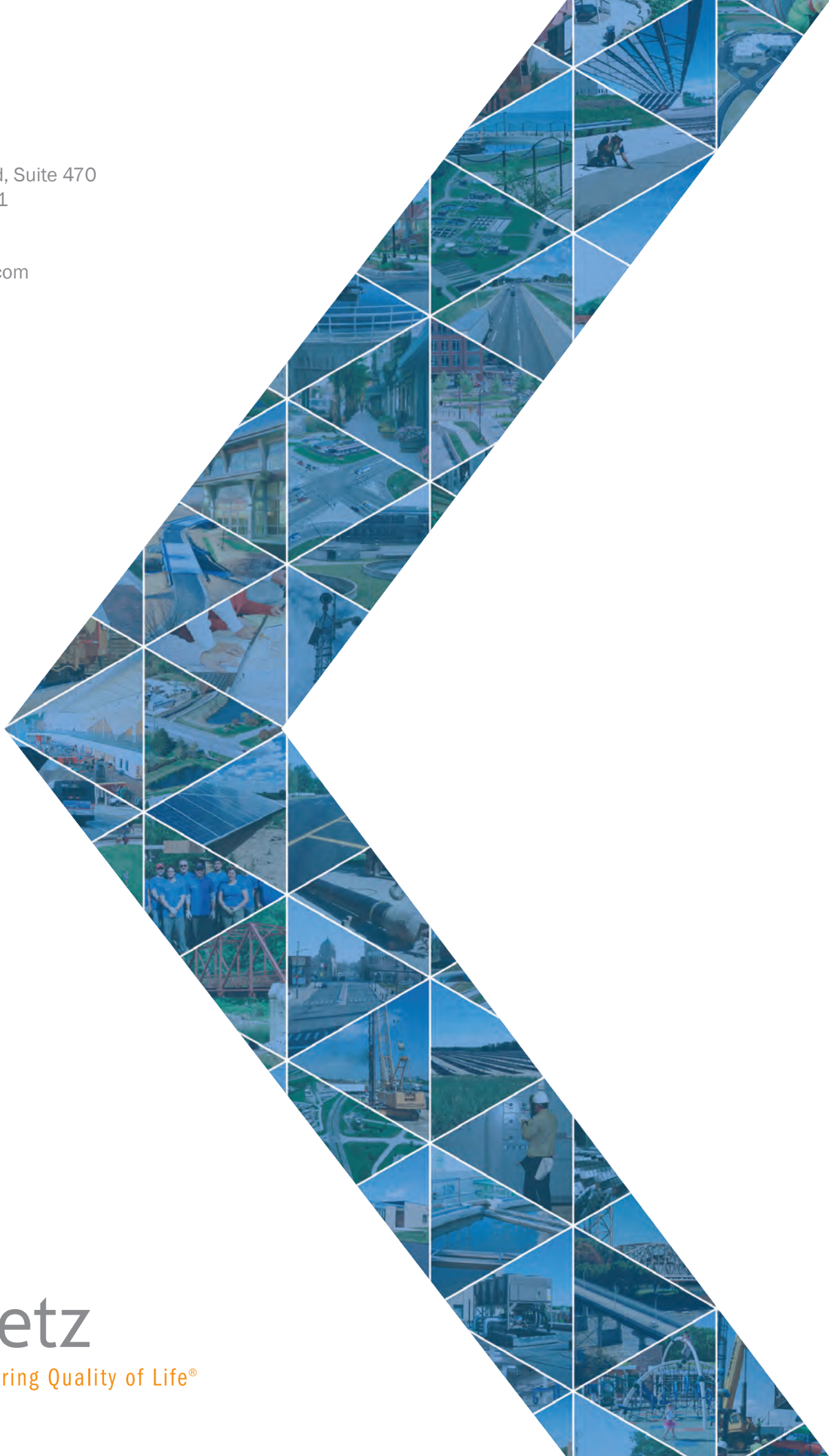
**Nirav Patel, PE**
Project Manager

Clark Dietz, Inc.
1815 South ClMeyers Road, Suite 470
Oakbrook Terrace, IL 60181

312.466.8242
nirav.patel@clarkdietz.com

clarkdietz.com

Join us on social media:



Clark Dietz

Engineering Quality of Life®