

**CLERK'S CONTRACT and AGREEMENT COVER PAGE**

**Legistar File ID#:** 2020-0487

**Innoprise Contract #:** C20-0129

**Year:** 2020-2025

**Amount:**

**Department:** EP&S - Khurshid Hoda

**Contract Type:** Master Agreement Professional Engineering Services

**Contractors Name:** Civiltech Engineering, Inc.

**Contract Description:** Professional Engineering Services (projects are attached as Exhibit B)

**MAYOR**  
Keith Pekau

**VILLAGE CLERK**  
John C. Mehalek

14700 S. Ravinia Avenue  
Orland Park, IL 60462  
708.403.6100  
OrlandPark.org



**TRUSTEES**  
Kathleen M. Fenton  
James V. Dodge  
Daniel T. Calandriello  
William R. Healy  
Cynthia Nelson Katsenes  
Michael R. Milani

November 30, 2020

Jonathan R. Vana, PE  
President/Director of Design Services  
Civiltech Engineering, Inc.  
Two Pierce Place, Suite 1400  
Itasca, Illinois 60143

**NOTICE TO PROCEED – Master Agreement Professional Engineering Services**


Dear Mr. Vana:

This notification is to inform you that the Village of Orland Park has received all necessary contracts, certifications and insurance documents for the Master Agreement Professional Engineering Services. When work is needed throughout the term of this agreement, we will require a fully executed proposal in writing which will be attached to this contract as Exhibit B.

Each Exhibit B/Proposal to this Master Agreement will have a separate Purchase Order assigned when required which will be emailed/faxed to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462 or emailed directly to [accountspayable@orlandpark.org](mailto:accountspayable@orlandpark.org). Also, your final invoice for this each project should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed Master Agreement dated October 1, 2020 for Professional Engineering Services. If you have any questions, please call me at 708-403-6173.

Sincerely,



Denise Domalewski  
Purchasing & Contract Administrator

Encl:

cc: Khurshid Hoda

**MAYOR**  
Keith Pekau

**VILLAGE CLERK**  
John C. Mehalek

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**TRUSTEES**

Kathleen M. Fenton  
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Michael R. Milani

October 1, 2020

Jonathan R. Vana, PE  
President/Director of Design Services  
Civiltech Engineering, Inc.  
Two Pierce Place, Suite 1400  
Itasca, Illinois 60143

Notice of Award: Master Agreement Professional Engineering Services

Dear Mr. Vana:

This notification is to inform you that on August 17, 2020 the Village of Orland Park Board of Trustees approved awarding Civiltech Engineering, Inc. a master agreement for professional engineering services. It will cover "all projects" with the Village. Each project will require an executed (signed) proposal and separate Purchase Order which will be attached to the Master Agreement as Exhibit B. This procedure will eliminate the need to sign a contract and provide necessary documentation for each project. We do request that a current certificate of insurance be issued to us upon renewal each year.

- Attached is the Master Agreement for Professional Engineering Services including Terms and Conditions. Please sign and return directly to me. I will obtain signatures to fully execute and date the Agreement and one fully executed Master Agreement will be returned to you.
- Submit a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements listed and agreed to at minimum and endorsements for a) the additional insured status, b) the waiver of subrogation for General Liability and c) the waiver of subrogation for Workers Compensation. Please reference "All projects with the Village of Orland Park" in the description. You will be required to provide a current certificate of insurance if/when your insurance coverage changes or renews during the year.
- I've also included an Electronic Funds Transfer (EFT) Authorization Form. Enrollment is optional, and by authorizing EFTs, you will receive payments from the Village faster and more securely. Additionally, the Village will be able to send you a detailed email notification when payment has been remitted. If you'd like to enroll in EFT payments, complete, sign and return the EFT Authorization Form along with the other documents.

Please deliver this information directly to me, Denise Domalewski, Purchasing & Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462 or email to [ddomalewski@orlandpark.org](mailto:ddomalewski@orlandpark.org).

For each project that occurs during the term of this agreement you will be issued a Notice to Proceed letter and a purchase order number once we have a fully executed proposal on file. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at [ddomalewski@orlandpark.org](mailto:ddomalewski@orlandpark.org).

Sincerely,

A handwritten signature in black ink that reads "Denise Domalewski". The signature is written in a cursive style with a large initial 'D'.

Denise Domalewski  
Purchasing & Contract Administrator

cc: Khurshid Hoda



# ORLAND PARK

## Master Agreement for Professional Engineering Services

This Master Agreement (hereinafter referred to as the "Agreement") is made this 1<sup>st</sup> day of October, 2020 by and between the VILLAGE OF ORLAND PARK (hereinafter referred to as the "VILLAGE") and CIVILTECH ENGINEERING, INC. (hereinafter referred to as the "ENGINEER").

### WITNESSETH

In consideration of the promises and covenants made herein by the VILLAGE and the ENGINEER (hereinafter referred to collectively as the "PARTIES,") the PARTIES agree as follows:

**SECTION 1: THE CONTRACT DOCUMENTS:** This Agreement is a Master Agreement and shall be the agreement for all projects authorized by the VILLAGE. Specific projects under this Agreement shall be authorized in writing by the VILLAGE by a proposal, which shall be attached hereto as Exhibit B and made a part of this Agreement for each project authorized. As additional projects are authorized pursuant to this Master Agreement, such projects shall be authorized by subsequent proposals, each of which shall be marked Exhibit B and attached to this Agreement as Exhibit B.

This Agreement shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Agreement takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Agreement, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Agreement's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Agreement shall be in full force and effect in their unaltered condition.

This Agreement

Exhibit A - The Terms and General Conditions for Professional Engineering Services

The Proposal(s) for the Project authorized under this Agreement as it is responsive to the VILLAGE's requirements attached as Exhibit B

All Certifications required by the Village

Certificates of Insurance

**SECTION 2: SCOPE OF SERVICES AND PAYMENT:** The ENGINEER agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

**Provide professional engineering services as described in the attached proposal, Exhibit B. See proposal for complete scope of work as requested by the Village of Orland Park and agreed by the PARTIES**

(hereinafter referred to as the "SERVICES") and the VILLAGE agrees to pay the ENGINEER pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amount:

**TOTAL FEE and REIMBURSABLE EXPENSES:** The ENGINEER's Fee and Reimbursable Expenses shall

be set forth in Exhibit B, the proposal for the project. Any services not identified in Exhibit B shall be considered additional services and shall be compensated as such based upon the agreement of the PARTIES.

**SECTION 3: ASSIGNMENT:** ENGINEER shall not assign the duties and obligations involved in the performance of the SERVICES which is the subject matter of this Agreement without the written consent of the VILLAGE.

**SECTION 4: TERM OF THE CONTRACT:** This Agreement shall commence on October 1, 2020 and continue for a period of five (5) years ending September 30, 2025. The SERVICES shall commence upon execution of each proposal and receipt of a Notice to Proceed and continue expeditiously from that date until final completion or by the agreed upon time frame per proposal for each event. Any project in progress on September 30, 2025 shall be allowed to continue until services are completed. This may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The VILLAGE, for its convenience, may terminate this Agreement with thirty (30) days prior written notice. Certain provisions of the Contract shall survive expiration or termination of the Contract.

**SECTION 5: INDEMNIFICATION AND INSURANCE:** The ENGINEER shall indemnify, defend and hold harmless the VILLAGE, its trustees, officers, officials, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the ENGINEER, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said ENGINEER, its officers, officials, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, officials, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The ENGINEER shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The ENGINEER shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the ENGINEER shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Subcontractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Subcontractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Execution of this Contract by the VILLAGE is contingent upon receipt of Insurance Certificates provided by the ENGINEER in compliance with the AGREEMENT DOCUMENTS.

**SECTION 6: COMPLIANCE WITH LAWS:** ENGINEER agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to the Illinois Human Rights Act as follows: ENGINEER hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the ENGINEER and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act and shall maintain a sexual harassment policy as the Act requires. The ENGINEER shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. ENGINEER and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. ENGINEER and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

The ENGINEER shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the VILLAGE prior to commencement of the SERVICES.

**SECTION 7: NOTICE:** Where notice is required by the CONTRACT DOCUMENTS it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

**To the VILLAGE:**

Denise Domalewski  
Purchasing & Contract Administrator  
Village of Orland Park  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462  
Telephone: 708-403-6173  
Facsimile: 708-403-9212  
e-mail: [ddomalewski@orlandpark.org](mailto:ddomalewski@orlandpark.org)

**To the ENGINEER:**

Jonathan R. Vana, PE  
President/Director of Design Services  
Civiltech Engineering, Inc.  
Two Pierce Place, Suite 1400  
Itasca, Illinois 60143  
Telephone: 630-735-3382  
Facsimile: 630-773-3975  
e-mail: [jvana@civiltechinc.com](mailto:jvana@civiltechinc.com)

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

**SECTION 8: STANDARD OF SERVICE:** Services shall be rendered to the professional standards applicable to the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The ENGINEER'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Village residents or Village employees in a respectful manner. At the request of the Village Manager or a designee, the ENGINEER shall replace any

incompetent, abusive or disorderly person in its employ.

**SECTION 9: PAYMENTS TO OTHER PARTIES:** The ENGINEER shall not obligate the VILLAGE to make payments to third parties or make promises or representations to third parties on behalf of the VILLAGE without prior written approval of the Village Manager or a designee.

**SECTION 10: COMPLIANCE:** ENGINEER shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and regulations.

**SECTION 11: FREEDOM OF INFORMATION ACT COMPLIANCE:** The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010. This amendment adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the Village of Orland Park has contracted. The Village of Orland Park will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information.

The undersigned acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village of Orland Park for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village of Orland Park within two (2) business days of the request being made by the Village of Orland Park. The undersigned agrees to indemnify, defend and hold harmless the Village of Orland Park from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village of Orland Park under this agreement.

**SECTION 12: LAW AND VENUE:** The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be Cook County, Illinois.

**SECTION 13: MODIFICATION:** This Contract may be modified only by a written amendment signed by both PARTIES.

**SECTION 14: COUNTERPARTS:** This Contract may be executed in two (2) or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Contract shall become effective on the date first shown herein and upon execution by duly authorized agents of the parties.

FOR: THE VILLAGE

By: 

Print Name: George Koczwar

Its: Village Manager

Date: 11-3-20

FOR: THE ENGINEER

By: 

Print Name: Jonathan R. Vana

Its: President

Date: October 5, 2020





**ORLAND PARK**  
**PROFESSIONAL ENGINEERING SERVICES**  
**TERMS AND GENERAL CONDITIONS**

1. **Relationship Between Engineer and Village:** The Engineer shall serve as the Village's professional engineer consultant in those Projects, or phases of the Project, to which this Agreement applies. This relationship is that of a buyer and seller of professional services and as such the Engineer is an independent contractor in the performance of this Agreement and it is understood that the parties have not entered into any joint venture or partnership with the other. The Engineer shall not be considered to be the agent of the Village. Nothing contained in this Agreement shall create a contractual relationship with a cause of action in favor of a third party against either the Village or Engineer.
2. **Responsibility of the Engineer:** Notwithstanding anything to the contrary which may be contained in this Agreement or any other material incorporated herein by reference, or in any Agreement between the Village and any other party concerning the Project, the Engineer shall not have control or be in charge of and shall not be responsible for the means, methods, techniques, sequences or procedures of construction, or the safety, safety precautions or programs of the Village, the construction contractor, other contractors or subcontractors performing any of the work or providing any of the services on the Project. The Engineer shall not be responsible for the acts or omissions of the Village, or for the failure of the Village, any architect, another engineer, consultant, contractor or subcontractor to carry out their respective responsibilities in accordance with the Project documents, this Agreement or any other agreement concerning the Project. Any provision which purports to amend this provision shall be without effect unless it contains a reference that the content of this condition is expressly amended for the purposes described in such amendment and is signed by the Engineer.

The Engineer will be responsible for correctly laying out the design data shown on the contract documents where construction staking services are a part of this Agreement. The Engineer is not responsible for, and Village agrees herewith to hold Engineer harmless from any and all errors which may be contained within the Contract Documents, unless such errors are the result of the work of the Engineer. It is expressly understood that the uncovering of errors in the plans and specifications, unless such errors should have been uncovered by the Engineer in the exercise of its professional service, is not the responsibility of the Engineer and any and all costs associated with such errors shall be borne by others.

3. **Changes:** Village reserves the right by written change order or amendment to make changes in requirements, amount of work, or engineering time schedule adjustments, and Engineer and Village shall negotiate appropriate adjustments acceptable to both parties to accommodate any such changes, if commercially possible.
4. **Suspension of Services:** Village may, at any time, by written order to Engineer (Suspension of Services Order) require Engineer to stop all, or any part, of the services required by this Agreement. Upon receipt of such an order, Engineer shall immediately comply with its terms and take all reasonable steps to minimize the costs associated with the services affected by such order. The Village, however, shall pay all costs incurred by the suspension, including all costs necessary to maintain continuity and for the resumption of the services upon expiration of the Suspension of

Services Order. Engineer will not be obligated to provide the same personnel employed prior to suspension, when the services are resumed, in the event that the period of suspension is greater than thirty (30) days.

5. **Documents Delivered to Village:** Drawings, specifications, reports, and any other Project Documents prepared by Engineer in connection with any or all of the services furnished hereunder shall be delivered to the Village for the use of the Village. Engineer shall have the right to retain originals of all Project Documents and drawings for its files. Furthermore, it is understood and agreed that the Project Documents such as, but not limited to reports, calculations, drawings, and specifications prepared for the Project, whether in hard copy or machine readable form, are instruments of professional service intended for one-time use in the construction of this Project. These Project Documents are and shall remain the property of the Engineer to the extent permitted by law. The Village may retain copies, including copies stored on magnetic tape or disk, for information and reference in connection with the occupancy and use of the Project.

It is also understood and agreed that because of the possibility that information and data delivered in machine readable form may be altered, whether inadvertently or otherwise, the Engineer reserves the right, upon prior written notice to the Village, to retain the original tapes/disks and to remove from copies provided to the Village all identification reflecting the involvement of the Engineer in their preparation. The Engineer also reserves the right to retain hard copy originals of all Project Documentation delivered to the Village in machine readable form, which originals shall be referred to and shall govern in the event of any inconsistency between the two.

6. **Reuse of Documents:** All Project Documents including but not limited to reports, opinions of probable costs, drawings and specifications furnished by Engineer pursuant to this Agreement are intended for use on the Project only. They cannot be used by Village or others on extensions of the Project or any other project. Any reuse, without specific written verification or adaptation by Engineer, shall be at Village's sole risk, and Village shall indemnify and hold harmless Engineer from all claims, damages, losses, and expenses including attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Engineer to further compensation at rates to be agreed upon by Village and Engineer.

The Engineer shall have the right to include representations of the design of the Project, including photographs of the exterior and interior, among the Engineer's promotional and professional materials. The Engineer's materials shall not include the Village's confidential and proprietary information if the Village has previously advised the Engineer in writing of the specific information considered by the Village to be confidential and proprietary.

7. **Opinions of Probable Cost:** Since Engineer has no control over the cost of labor, materials or equipment, or over the Contractor(s) method of determining prices, or over competitive bidding or market conditions, Engineer's opinions of probable Project Construction Cost provided for herein are to be made on the basis of Engineer's experience and qualifications and represent Engineer's judgment as a design professional familiar with the construction industry, but Engineer cannot and does not guarantee that proposal, bids or the Construction Cost will not vary from opinions of probable construction cost prepared by Engineer. If prior to the Bidding or Negotiating Phase, Village wishes greater accuracy as to the Construction Cost, the Village shall employ an independent cost estimator consultant for the purpose of obtaining a second construction cost opinion independent from Engineer.

8. **Successors and Assigns:** The terms of this Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and authorized assigns.
9. **Waiver of Contract Breach:** The waiver of one party of any breach of this Agreement or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof, shall be limited to the particular instance, shall not operate or be deemed to waive any future breaches of this Agreement and shall not be construed to be a waiver of any provision, except for the particular instance.
10. **Entire Understanding of Agreement:** This Agreement represents and incorporates the entire understanding of the parties hereto, and each party acknowledges that there are no warranties, representations, covenants or understandings of any kind, matter or description whatsoever, made by either party to the other except as expressly set forth herein. Village and the Engineer hereby agree that any purchase orders, invoices, confirmations, acknowledgments or other similar documents executed or delivered with respect to the subject matter hereof that conflict with the terms of the Agreement shall be null, void and without effect to the extent they conflict with the terms of this Agreement.
11. **Amendment:** This Agreement shall not be subject to amendment unless another instrument is duly executed by duly authorized representatives of each of the parties.
12. **Changes in the Work:** All changes in the WORK must be requested by Engineer and approved by the Village via an Authorization to Proceed document bearing the signature of the Village Manager. Any change order or series of change orders that increase or decrease the base contract value by \$10,000 or more, or that increases or decreases the Contract duration beyond the approved project schedule must be accompanied by a written request from Engineer justifying the additional cost or change in schedule. Within an agreed upon period of time, Village will provide a response to Engineer's Change Order or Time request by providing a determination signed by the Village or its designee finding that the change requested was not reasonably foreseeable at the time the contract was signed, the change is germane to the contract or the change is in the best interest of the Village. Any change increasing the original contract value by fifty percent (50%) or more must be re-bid by the Village as required by law. Authorization to spend the Board approved contingency amount must be preapproved by the Village per the Request for Change Order form (Exhibit A of the contract documents).
13. **Severability of Invalid Provisions:** If any provision of the Agreement shall be held to contravene or to be invalid under the laws of any particular state, county or jurisdiction where used, such contravention shall not invalidate the entire Agreement, but it shall be construed as if not containing the particular provisions held to be invalid in the particular state, country or jurisdiction and the rights or obligations of the parties hereto shall be construed and enforced accordingly.
14. **Force Majeure:** Whenever a period of time is provided for in this Agreement for either the ENGINEER or Village to do or perform any act or obligation, neither party shall be liable for any delays or inability to perform due to causes beyond the control of said party such as war, riot, insurrection, rebellion, strike, lockout, fire, flood, storm, earthquake, tornado, pandemic, act of public enemies, action of federal or state government or any act of God; provided, however, that said time period shall be extended for only the actual amount of time said party is so delayed. An act or omission shall not be deemed to be "beyond ENGINEER's control" if committed, omitted, or caused by ENGINEER, ENGINEER's employees, officers or agents or a subsidiary, affiliate or parent of ENGINEER or by any corporation or other business entity that holds a controlling interest in

ENGINEER, whether held directly or indirectly (for example, but not by way of limitation, a strike by or lockout of ENGINEER's employees would not be an act "beyond ENGINEER's control"). ENGINEER shall notify the Village as soon as possible, but no later than two (2) business days, of any force majeure event. However, if the force majeure event continues to affect performance for more than three (3) business days, the Village may immediately terminate this Agreement. In the event of such termination, the ENGINEER shall be paid for services satisfactorily performed under this Agreement up to the effective date of termination and shall be entitled to reimbursement of any expenses already incurred and not recoverable by refunds.

15. **Subcontracts:** Engineer may subcontract portions of the work, but each subcontractor must be approved by Village in writing in advance.
16. **Access and Permits:** Village shall arrange for Engineer to enter upon public and private property and obtain all necessary approvals and permits required from all governmental authorities having jurisdiction over the Project. Village shall pay costs (including Engineer's employee salaries, overhead and fee) incident to any effort by Engineer toward assisting Village in such access, permits or approvals, if Engineer performed such services.
17. **Designation of Authorized Representative:** Each party to this Agreement shall designate one or more persons to act with authority in its behalf with respect to appropriate aspects of the Project. The persons designated shall review and respond promptly to all communications received from the other party.
18. **Village's Responsibilities:** The Village agrees to provide full information regarding requirements for and about the Project, including a program which shall set forth the Village's objectives, schedule, constraints, criteria, special equipment, systems and site requirements.

The Village agrees to furnish and pay for all legal, accounting and insurance counseling services as the Village may require at any time for the Project, including auditing services which the Village may require to verify the Contractor's Application for Payment or to ascertain how or for what purpose the Contractor has used the money paid by or on behalf of the Village. In addition, Village shall give prompt written notice to the Engineer whenever the Village observes or otherwise becomes aware of any development that affects the scope or timing of the Engineer's services, or any defect or non-conformance of the work of any Contractor.


19. **Information Provided by Others:** The Engineer shall indicate to the Village the information needed for rendering of the services of this Agreement. The Village shall provide to the Engineer such information as is available to the Village and the Village's consultants and contractors, and the Engineer shall be entitled to rely upon the accuracy and completeness thereof unless, in the exercise of his professional skill, Engineer determined inaccuracies or incompleteness. The Village recognizes that it is impossible for the Engineer to assure the accuracy, completeness and sufficiency of such information, either because it is impossible to verify, or because of errors or omissions which may have occurred in assembling the information the Village is providing.
20. **Terms of Payment:** Engineer shall submit monthly statements for Basic and Additional Services rendered and for Reimbursable Expenses incurred, based upon Engineer's estimate of the proportion of the total services actually completed at the time of billing or based upon actual hours expended during the billing period. In the event the Village has not paid amounts properly due the Engineer, Engineer may after giving seven days written notice to Village, suspend services under this Agreement until Engineer has been paid in full all amounts properly due for services, expenses and

charges. Engineer shall have no liability whatsoever to Village for any costs or damages as a result of such suspension.

21. **Hazardous Materials/Pollutants:** Unless otherwise provided by this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery (unless such discovery should have been made by the Engineer in the exercise of its professional skill), presence, handling, removal or disposal of or exposure of persons to hazardous materials/pollutants in any form at the Project site, including but not limited to mold/mildew, asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic/hazardous/pollutant type substances unless undertaken at the direction of the Engineer or Engineer's consultants.
22. **Attorney's Fees:** In the event of any dispute that leads to litigation arising from or related to the services provided under this agreement, the substantially prevailing party will be entitled to recovery of all reasonable costs incurred, including court costs, attorney's fees and other related expenses.
23. **Insurance:** The Engineer shall provide the Village with certificates of insurance and all endorsements evidencing all coverages held by the Engineer, with coverage minimums and from insurance providers in compliance with Village requirements.
24. **Electronic Transmissions:** The parties agree that each may rely, without investigation, upon the genuineness and authenticity of any document, including any signature or purported signature, transmitted by e-mail or facsimile machine, without reviewing or requiring receipt of the original document. Each document or signature so transmitted shall be deemed an enforceable original. Upon request, the transmitting party agrees to provide the receiving party with the original document transmitted by e-mail or facsimile machine; however, the parties agree that the failure of either party to comply with such a request shall in no way affect the genuineness, authenticity or enforceability of the document. Each party waives and relinquishes as a defense to the formation or enforceability of any contract between the parties, or provision thereof the fact that an e-mail or facsimile transmission was used.
25. **Certifications, Guarantees and Warranties:** Engineer shall not be required to sign any documents, no matter by whom requested, that would result in the Engineer having to certify, guarantee or warrant the existence of conditions the existence of which the Engineer cannot ascertain. The Village also agrees not to make resolution of any dispute with Engineer or payment of any amount due to the Engineer in any way contingent upon the Engineer signing any such certification as to unascertainable conditions.

BY SIGNATURE BELOW (WHICH MAY BE IN ELECTRONIC FORM), THE ABOVE GENERAL TERMS AND CONDITIONS ARE ACCEPTED BY THE VILLAGE AND ENGINEER:

**CIVILTECH ENGINEERING, INC.**

By: 

10/5/2020  
Date

Print Name & Title: Jonathan R. Vana | President

**VILLAGE OF ORLAND PARK**

By:   
George Koczvara, Village Manager

11-3-20  
Date



## HOURLY RATES - EMPLOYEE CLASSIFICATIONS

Effective Date 4/25/2020

<b>Senior Project Manager (\$55 - \$95)</b>	<b>Average Hourly Rate:</b>	<b>\$70.00</b>
Robert J. Andres, P.E., PTOE	12/19/1988	\$70.00
Mary L. Young, P.E., PTOE**	6/3/1991	\$70.00
Jonathan R. Vana, P.E.	5/31/1994	\$70.00
James D. Ewers, P.E.	1/3/2005	\$70.00
Michael J. Folkening, P.E., PTOE	8/9/1999	\$70.00
Gregory J. Hatlestad, P.E., S.E.	6/18/2007	\$70.00
Thomas K. Liliensiek, P.E.	6/3/2013	\$70.00
David W. White	9/3/2002	\$70.00
<b>Chief Structural Engineer (\$55 - \$95)</b>	<b>Average Hourly Rate:</b>	<b>\$70.00</b>
Gregory J. Hatlestad, P.E., S.E.	6/18/2007	\$70.00
<b>Water Resources Manager(\$55 - \$95)</b>	<b>Average Hourly Rate:</b>	<b>\$70.00</b>
Thomas K. Liliensiek, P.E.	6/3/2013	\$70.00
<b>Project Manager (\$35 - \$95)</b>	<b>Average Hourly Rate:</b>	<b>\$56.74</b>
Mary L. Young, P.E., PTOE**	6/3/1991	\$70.00
Derek N. Mall, P.E.	6/8/1992	\$58.75
Jonathan R. Vana, P.E.	5/31/1994	\$70.00
James R. Woods, P.E.	6/9/1997	\$60.00
David J. Kreeger, P.E.	6/8/1998	\$62.25
Jeffrey S. Lange, P.E.	6/22/1998	\$62.50
Joel E. Christell, P.E.	6/7/1999	\$70.00
Joseph J. Emry, III, P.E.	6/14/1999	\$58.50
Michael J. Folkening, P.E., PTOE	8/9/1999	\$70.00
Kristen E. Hahn, P.E.	5/17/2000	\$50.00
Sven D. Zimdahl, P.E.	7/10/2000	\$60.75
Steven A. Pautsch, P.E., PTOE	6/4/2001	\$49.50
Kristin R. Kalitowski, P.E.	5/28/2002	\$54.00
Christopher S. Wolff, P.E.	6/1/2002	\$70.00
Brandon J. Bogenschutz, P.E.	6/4/2007	\$47.00
Brian A. Sroufe, P.E.	6/25/2007	\$51.50
Petro Kravets, P.E.	5/12/2008	\$49.00
James R. Tibble, P.E.	5/16/2011	\$46.25
Jennifer M. Hyman, P.E. **	11/14/2011	\$45.50
Amanda L. Kleinwachter, P.E.**	5/11/2015	\$41.25
Jack T. Ringness, P.E.	1/30/2017	\$51.50
Stacey L. Sequeira, P.E.	3/9/2020	\$50.00
<b>Resident Engineer V (\$40 - \$95)</b>	<b>Average Hourly Rate:</b>	<b>\$56.08</b>
Donald J. Marek*	4/3/1989	\$55.50
Brian J. Carroli, P.E.	5/18/1998	\$58.75
Jeffrey S. Lange, P.E.	6/22/1998	\$62.50
Arthur F. Politowicz, P.G.	7/22/1996	\$54.50
David M. Bugaj	9/14/1998	\$58.50
Mateen M. Baig	3/26/1999	\$53.00



**Statement of Qualifications - RFQ #20-015**  
**Professional Engineering Consulting Services**

Village of Orland Park

Brent E. Giesen, P.E.	5/24/2004	\$51.50
James D. Ewers, P.E.	1/3/2005	\$70.00
Phillip J. Hurst, P.E.	1/16/2006	\$48.25
John P. Vogelmann, P.E.	5/30/2006	\$48.25
<b>Resident Engineer IV (\$35 - \$50)</b>	<b>Average Hourly Rate:</b>	<b>\$44.50</b>
Hugh Gilgunn, P.E.	4/5/2004	\$48.75
Andy F. Garb, P.E.	5/16/2007	\$46.50
Stephen Wong, P.E.	10/10/2011	\$38.25
<b>Resident Engineer III (\$30 - \$45)</b>	<b>Average Hourly Rate:</b>	<b>\$40.88</b>
Daniel T. Echols	6/4/2007	\$41.00
Eric D. Schmidt, P.E.	6/2/2008	\$40.75
<b>Resident Engineer II (\$30 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$34.25</b>
Alex S. Komperda	6/15/2015	\$34.25
<b>Resident Engineer I (\$25 - \$35)</b>	<b>Average Hourly Rate:</b>	<b>\$31.25</b>
Samatha P. Hernandez	9/3/2019	\$31.25
<b>Engineer V (\$39- \$55)</b>	<b>Average Hourly Rate:</b>	<b>\$44.17</b>
Brian R. DeSalle, P.E., PTOE	6/3/2002	\$48.25
Madelaine M. Johnson, P.E.**	8/11/2014	\$41.00
Cary A. Chan, P.E.	3/27/2017	\$43.25
<b>Engineer IV (\$30 - \$45)</b>	<b>Average Hourly Rate:</b>	<b>\$40.85</b>
Shirley J. Choi, P.E. **	5/19/1997	\$42.00
Mark J. Piasecki, P.E.	7/5/2006	\$44.50
Jason M. May, P.E.	5/19/2008	\$42.00
Jeffrey A. Tomasek, P.E.	6/7/2008	\$41.50
Matthew L. Crocker, P.E.	10/19/2015	\$34.25
<b>Engineer III (\$30 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$36.25</b>
Nathan E. Murphy, P.E.	6/3/2013	\$37.50
Kyle D. Clary, P.E.	8/19/2013	\$36.50
Trenton G. Bruns, P.E.	6/2/2014	\$36.50
Louis E. Pukelis	6/1/2015	\$36.00
Weronika A. Moskal, CFM	8/1/2016	\$34.50
Michael S. Anaszewicz	6/19/2017	\$33.50
Giana G. Civito	1/8/2018	\$32.75
Anmol Shrivastava, P.E.	9/4/2018	\$38.25
Abigail F. Luczak, P.E.	11/4/2019	\$40.00
Armando C. Sanchez, P.E.	2/3/2020	\$37.00
<b>Engineer II (\$25 - \$35)</b>	<b>Average Hourly Rate:</b>	<b>\$32.46</b>
Aleksa A. Susinskas	7/10/2017	\$34.50
Ho-Yin Man	7/10/2017	\$32.50
Emma Avila Luna	6/11/2018	\$32.00
Thomas E. McGillicuddy	6/11/2018	\$32.00
Christopher M. Bradley	6/11/2018	\$32.00
Andrew R. Stocki	8/6/2018	\$31.75





**Statement of Qualifications - RFQ #20-015**  
**Professional Engineering Consulting Services**

Village of Orland Park

<b>Engineer I (\$25 - \$35)</b>	<b>Average Hourly Rate:</b>	<b>\$31.63</b>
Marcelino Cruz	1/8/2018	\$32.50
Erin M. Lisac	5/15/2019	\$32.25
Jennifer M. Hurtado	6/17/2019	\$31.75
Scott T. Hearne	1/13/2020	\$30.00
<b>Structural Engineer IV (\$30 - \$45)</b>	<b>Average Hourly Rate:</b>	<b>\$42.25</b>
Ella Vaysman, P.E.	6/11/2018	\$42.25
<b>Structural Engineer III (\$30 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$36.25</b>
Juanita A. Loayza-Ramos, P.E.	4/1/2019	\$36.25
<b>Structural Engineer I (\$25 - \$35)</b>	<b>Average Hourly Rate:</b>	<b>\$34.25</b>
Matthew P. Rendino	5/30/2017	\$34.25
<b>Landscape Architect (\$35 - \$50)</b>	<b>Average Hourly Rate:</b>	<b>\$50.00</b>
Phillip J. Hutchinson, PLA	11/6/2017	\$50.00
<b>Landscape Designer (\$25 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$26.50</b>
John D. Magill	4/22/2018	\$26.50
<b>Planner V (\$37 - \$50)</b>	<b>Average Hourly Rate:</b>	<b>\$38.75</b>
Jacqueline A. Henrikson, AICP	10/2/2017	\$38.75
<b>Planner II (\$25 - \$35)</b>	<b>Average Hourly Rate:</b>	<b>\$31.00</b>
Josie L. Willman	11/4/2019	\$31.00
<b>Environmental Scientist III (\$30 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$35.00</b>
Samantha B. Primer	12/9/2019	\$35.00
<b>Project Coordinator (\$35 - \$60)</b>	<b>Average Hourly Rate:</b>	<b>\$60.00</b>
Peter M. Layer	11/14/1988	\$60.00
<b>Senior Design Technician (\$30 - \$45)</b>	<b>Average Hourly Rate:</b>	<b>\$40.50</b>
John R. Rosak	6/17/1998	\$44.50
Omar de Jesus Tobon	8/6/2001	\$36.50
<b>Design Technician (\$20 - \$35)</b>	<b>Average Hourly Rate:</b>	
<b>Field Technician III (\$30 - \$45)</b>	<b>Average Hourly Rate:</b>	<b>\$42.50</b>
John M. Kerivan, III	11/29/1993	\$42.50
<b>Field Technician II (\$25 - \$45)</b>	<b>Average Hourly Rate</b>	<b>\$40.92</b>
Jeffrey S. Vaughn	3/19/2008	\$40.50
Gregory J. Rutkowski	3/12/2018	\$41.25
Michael J. Woulfe, Jr.	3/11/2019	\$41.00
<b>Field Technician I (\$20 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$33.63</b>
Michael R. Lubicky	4/18/2006	\$39.25
Durrell M. Williams	8/5/2019	\$28.00



Statement of Qualifications - RFQ #20-015  
Professional Engineering Consulting Services

Village of Orland Park

<b>Chief Layout Specialist (\$30 - \$45)</b> Eric P. Konrad	<b>Average Hourly Rate:</b> 3/11/2019	<b>\$35.25</b> \$35.25
<b>GIS Analyst (\$30 - \$45)</b> Erich W. Kutschke	<b>Average Hourly Rate:</b> 2/22/2017	<b>\$42.25</b> \$42.25
<b>Historic Preservationist (\$30 - \$70)</b> Elizabeth A. Patterson* Julia S. Bachrach*	<b>Average Hourly Rate:</b> 8/23/2017 8/23/2017	<b>\$65.00</b> \$60.00 \$70.00
<b>Director of Right of Way Services (\$55 - \$70)</b> David W. White	<b>Average Hourly Rate:</b> 9/3/2002	<b>\$70.00</b> \$70.00
<b>Senior Appraiser (\$25 - \$40)</b> Dino P. Lanzo	<b>Average Hourly Rate:</b> 5/27/2014	<b>\$41.75</b> \$41.75
<b>Analyst (\$25 - \$40)</b> Kelsey G. Balch	<b>Average Hourly Rate:</b> 10/17/2011	<b>\$35.75</b> \$35.75
<b>Right of Way Coordinator (\$25 - \$40)</b> Mary E. White* Sarah J. Hobart	<b>Average Hourly Rate:</b> 11/2/2009 1/21/2019	<b>\$28.13</b> \$30.00 \$26.25
<b>Director of Operations (\$55 - \$95)</b> Kyle E. Mishler	<b>Average Hourly Rate:</b> 6/7/1999	<b>\$70.00</b> \$70.00
<b>IT Applications Manager (\$45 - \$65)</b> Mark Evinger	<b>Average Hourly Rate:</b> 6/9/2008	<b>\$57.50</b> \$57.50
<b>CAD Manager (\$35 - \$50)</b> Adam K. Wuellner	<b>Average Hourly Rate:</b> 12/2/1996	<b>\$49.25</b> \$49.25
<b>CAD Technician (\$25 - \$40)</b> Ernest L. Williams, III	<b>Average Hourly Rate:</b> 1/28/2013	<b>\$34.00</b> \$34.00
<b>Assistant Network Administrator (\$17 - \$30)</b> Jelena Zunic	<b>Average Hourly Rate:</b> 6/22/2015	<b>\$29.25</b> \$29.25
<b>Director of Finance (\$55 - \$95)</b> Robert D. Atchison	<b>Average Hourly Rate:</b> 9/16/2002	<b>\$70.00</b> \$70.00
<b>Accounting Manager (\$35 - \$55)</b> Jane M. Zielinski**	<b>Average Hourly Rate:</b> 11/14/1988	<b>\$52.75</b> \$52.75
<b>Finance Support Specialist (\$22 - \$32)</b> Jennifer L. Holbrook	<b>Average Hourly Rate:</b> 5/16/2016	<b>\$30.00</b> \$30.00
<b>Content Strategist (\$30 - \$50)</b> Tamara A. Gaumond, RA	<b>Average Hourly Rate:</b> 5/17/2017	<b>\$48.00</b> \$48.00
<b>Marketing Coordinator (\$25 - \$45)</b>	<b>Average Hourly Rate:</b>	<b>\$39.75</b>



**Statement of Qualifications - RFQ #20-015**  
**Professional Engineering Consulting Services**

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Village of Orland Park

Meredith R. Wuellner**	12/13/2010	\$39.75
<b>Senior Graphic Designer (\$25 - \$40)</b>	<b>Average Hourly Rate:</b>	<b>\$39.75</b>
Eric P. Hodek**	11/15/2010	\$39.75
<b>Proposal Coordinator (\$20 - \$35)</b>	<b>Average Hourly Rate:</b>	
<b>Administrative Assistant (\$10 - \$33)</b>	<b>Average Hourly Rate:</b>	<b>\$21.25</b>
Susan Saavedra-Salinas	1/22/2018	\$28.00
Ciara L. Crews	1/21/2019	\$20.75
Jessie L. Avila	8/22/2019	\$15.00

Annual Salary Adjustments (raises) will be given on March 27, 2021 and are generally between 3% and 6%.

\* Reduced benefit employee with no voluntary benefits.

\*\* Full benefit employee with pro-rated sick and vacation benefits.



## **SECTION 7**

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Firm Overview  
Services Offered  
Project Team  
Project Controls  
Differentiators  
Hourly Rates  
**Forms**



**ORLAND PARK**

**RFQ # 20-015**

**Professional Engineering Consulting Services**

**PROPOSAL SUMMARY SHEET**

IN WITNESS WHEREOF, the parties hereto have executed this proposal as of date shown below.

Organization Name: Civiltech Engineering, Inc.


Street Address: Two Pierce Place, Suite 1400

City, State, Zip: Itasca, IL 60143

Contact Name: Jonathan R. Vana, P.E.

Phone: 630.735.3382 Fax: 630.773.3975

E-Mail address: jvana@civiltechinc.com

Signature of Authorized Signee: 

Title: President / Director of Design Services

Date: May 6, 2020

ACCEPTANCE: This proposal is valid for one hundred and twenty (120) calendar days from the date of submittal.



RFQ #20-015

Professional Engineering Consulting Services  
Professional Services Checklist

Firm Name: Civiltech Engineering, Inc.

	Service	Check items that apply
1.	Land Planning Services (or Village Engineering Services) including reviews of Development Applications (residential and commercial)	<input type="checkbox"/>
2.	Civil Engineering Services	<input checked="" type="checkbox"/>
3.	Storm Water Engineering Services	<input checked="" type="checkbox"/>
4.	Site Design Services	<input type="checkbox"/>
5.	Structural Engineering Services	<input checked="" type="checkbox"/>
6.	Geotechnical/Soil Boring Services	<input type="checkbox"/>
7.	Environmental Planning including Regulatory and Permitting Services	<input checked="" type="checkbox"/>
8.	Environmental Reports and Studies	
a.	Phase I Reports and Studies	<input type="checkbox"/>
b.	Phase II Reports and Studies	<input type="checkbox"/>
9.	Traffic Engineering and Parking Services including wayfinding and Signage	<input checked="" type="checkbox"/>
10.	Roadway Engineering Services	<input checked="" type="checkbox"/>
11.	Roadway Phase I Engineering Services	<input checked="" type="checkbox"/>
12.	Roadway Phase II Engineering Services	<input checked="" type="checkbox"/>
13.	Roadway Phase III Engineering Services (Resident or Construction Engineering Services)	<input checked="" type="checkbox"/>
14.	Site Survey Services	<input type="checkbox"/>
15.	Phase III Services - Utilities	<input checked="" type="checkbox"/>
16.	Green Infrastructure Services	<input type="checkbox"/>

 **ORLAND PARK**  
**CERTIFICATE OF COMPLIANCE**

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The undersigned Jonathan R. Vana, P.E., as President / Director of Design Services  
*(Enter Name of Person Making Certification)* *(Enter Title of Person Making Certification)*

and on behalf of Civiltech Engineering, Inc., certifies that:  
*(Enter Name of Business Organization)*

**1) BUSINESS ORGANIZATION:**

The Proposer is authorized to do business in Illinois: Yes  No

Federal Employer I.D. #: 36-3606666  
*(or Social Security # if a sole proprietor or individual)*

The form of business organization of the Proposer is (check one):

Sole Proprietor

Independent Contractor (Individual)

Partnership

LLC

Corporation Illinois October 12, 1988  
*(State of Incorporation)* *(Date of Incorporation)*

**2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes  No**

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-Rigging" or "Bid-Rotating" of any state or of the United States.

**3) SEXUAL HARRASSMENT POLICY: Yes  No**

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act (Illinois Human Rights Act). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public Contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

4) **EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE:** Yes  No

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title S and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

5) **TAX CERTIFICATION:** Yes  No

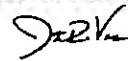
Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is not: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.



**6) AUTHORIZATION & SIGNATURE:**

I certify that I am authorized to execute this Certificate of Compliance on behalf of the Contractor set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Certificate are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

**ACKNOWLEDGED AND AGREED TO:**



\_\_\_\_\_  
Signature of Authorized Officer

Jonathan R. Vana, P.E.

\_\_\_\_\_  
Name of Authorized Officer

President / Director of Design Services

\_\_\_\_\_  
Title

May 6, 2020

\_\_\_\_\_  
Date

## REFERENCES

These references are for the overall firm's performance evaluation. Project related references should be provided with project information.

ORGANIZATION City of Joliet

ADDRESS 150 West Jefferson Street

CITY, STATE, ZIP Joliet, IL 60432

PHONE NUMBER 815.724.4200

CONTACT PERSON Jim Trizna - Public Works Director

DATE OF PROJECT 10/2011 to current - various projects

ORGANIZATION Village of Buffalo Grove

ADDRESS 51 Raupp Boulevard

CITY, STATE, ZIP Buffalo Grove, IL 60089

PHONE NUMBER 847.459.2523

CONTACT PERSON Darren Monico, P.E. - Village Engineer

DATE OF PROJECT 12/1998 to current - various projects

ORGANIZATION Village of Elk Grove Village

ADDRESS 901 Wellington Avenue


CITY, STATE, ZIP Elk Grove Village, IL 60007

PHONE NUMBER 847.734.8077

CONTACT PERSON Brian Lovering, P.E. - Chief Engineer

DATE OF PROJECT 10/2001 to current - various projects

Proposer's Name & Title: Jonathan R. Vana, P.E. - President / Director of Design Services

Signature and Date:  May 6, 2020

 **ORLAND PARK**  
**INSURANCE REQUIREMENTS**

*Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's*

**WORKERS COMPENSATION & EMPLOYER LIABILITY**

\$1,000,000 – Each Accident    \$1,000,000 – Policy Limit  
\$1,000,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

**AUTOMOBILE LIABILITY**

\$1,000,000 – Combined Single Limit

Additional Insured Endorsement in favor of the Village of Orland Park

**GENERAL LIABILITY (Occurrence basis)**

\$1,000,000 – Each Occurrence    \$2,000,000 – General Aggregate Limit  
\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

**EXCESS LIABILITY (Umbrella-Follow Form Policy)**

\$2,000,000 – Each Occurrence    \$2,000,000 – Aggregate

**EXCESS MUST COVER:** General Liability, Automobile Liability, Workers Compensation

**PROFESSIONAL LIABILITY**

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

Proposer agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the contractor.

ACCEPTED & AGREED THIS 6 DAY OF May, 2020



\_\_\_\_\_  
Signature  
**Jonathan R. Vana, P.E. - President**  
Printed Name & Title

\_\_\_\_\_  
Authorized to execute agreements for:  
**Civiltech Engineering, Inc.**  
Name of Company



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/26/2020

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...

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...

Table with 2 main columns: PRODUCER (Greyling Ins. Brokerage/EPIC) and CONTACT NAME (Nicole Larsen). Includes details for INSURED (Civiltech Engineering, Inc.) and a list of INSURERS (A-F) with their respective NAIC numbers.

COVERAGES CERTIFICATE NUMBER: 20-21 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...

Main table listing insurance coverages (A-C) with columns for INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, and LIMITS. Includes details for Commercial General Liability, Automobile Liability, Umbrella Liability, and Professional Liability.

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

Re: Master Agreement Professional Engineering Services; RFQ 20-015. Village of Orland Park is named as an Additional Insured on the above referenced liability policies with the exception of workers compensation & professional liability where required by written contract...

Table with 2 columns: CERTIFICATE HOLDER (Village of Orland Park) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions). Includes signature of authorized representative.

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## ADDITIONAL COVERAGES BY WRITTEN CONTRACT, AGREEMENT OR PERMIT

This is a summary of the coverage provided under the following form (complete form available):

### BUSINESS LIABILITY COVERAGE FORM SS 00 08 04 05

#### Additional Insured When Required by Written Contract, Written Agreement or Permit

WHO IS AN INSURED under Section C. is amended to include as an additional insured, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- (a) In the performance of your ongoing operations;
- (b) In connection with your premises owned by or rented to you; or
- (c) In connection with "your work" and included within the "products completed operations hazard", but only if
  - (i) The written contract or written agreement requires you to provide such coverage to such additional insured; and
  - (ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products completed operations hazard".

The person(s) or organization(s) are additional insureds when you have agreed, in a written contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under the provision only for that period of time required by the contract, agreement or permit.

With respect to the insurance afforded to the additional insured, this insurance does not apply to: "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or failure to render, any professional architectural, engineering or surveying services, including:

- (a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specification; or
- (b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section D. Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section E. Liability And Medical Expenses General Conditions.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

#### Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

**When You Add Others As An Additional Insured To This Insurance:** That is other insurance available to an additional insured. However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

- (a) **Primary Insurance When Required By Contract:** This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in c. below.
- (b) **Primary And Non-Contributory To Other Insurance When Required By Contract:** If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs (a) and (b) do not apply to other insurance to which the additional insured has been added as an additional insured.

**c. Method Of Sharing**

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

**Waiver of Subrogation**

If you have waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided you waived your rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage



WORKERS' COMPENSATION

POLICY NUMBER: 20WEGAB8KIA

INSURED: Civiltech Engineering, Inc.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**WAIVER OF OUR RIGHT TO RECOVER  
FROM OTHERS ENDORSEMENT**

**Policy Number:**

**Endorsement Number:**

**Effective Date:**

Effective hour is the same as stated on the Information Page of the policy.

**Named Insured and Address:**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

**SCHEDULE**

NA

ANY PERSON OR ORGANIZATION  
FROM WHOM YOU ARE REQUIRED BY  
WRITTEN CONTRACT OR AGREEMENT  
TO OBTAIN THIS WAIVER OF  
RIGHTS FROM US.

Countersigned by

Authorized Representative

Form WC 00 03 13 Printed in U.S.A.

Process Date: 1

Policy Expiration Date:

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