



Village of Orland Park

Meter Replacement Program Evaluation

RFP 22-016

March 7, 2022

Submitted by:



March 7, 2022

Ms. Nicole Merced
Finance Management Analyst
Village of Orland Park
14700 S. Ravinia Avenue
Orland Park, Illinois 60462

Subject: ***Village of Orland Park - Meter Replacement Program Evaluation Proposal***

Dear Ms. Merced:

The Village of Orland Park is implementing several improvements for its water system, from replacing your water meters to upgrading your Advanced Metering Infrastructure to a cloud-based system. To confirm your existing system is meeting your goals while also exploring other cost-effective alternatives, Baxter & Woodman will provide an experienced team in enhancing communities' metering infrastructure throughout the Chicagoland area. The Village will benefit from our:

- **METER TECHNOLOGY SPECIALIST:** Project Manager Ken Moore has helped over 20 communities near Orland Park with water meter infrastructure, as well as major cities such as Detroit, New York, and Los Angeles. A national leader in meter technologies, Ken's invaluable insight will result in a comprehensive evaluation of options for the Village to consider.
- **LOCAL OFFICE:** Based out of our Mokena office, our project team can respond quickly to Village requests and concerns. Baxter & Woodman is completing several infrastructure and transportation design and construction projects in the Village, and can provide staff on-site within minutes as needed.
- **CUSTOMER SERVICE EMPHASIS:** We have experience working with municipalities in selecting a water metering system that also improves the customer service experience, including for Joliet and Homewood. We pay close attention to features that can identify factors such as system alerts, online usage reports, and leak detection. The Village will benefit from our easy-to-understand decision matrices when selecting a program that is aligned with your vision.

If you have questions about our qualifications, please contact Project Manager Ken Moore at (815) 444-4440 or kmoore@baxterwoodman.com. We acknowledge receipt of Q&A Document #1.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Dennis S. Dabros, PE
Vice President

KAM:sj

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The strength of Baxter & Woodman is our people and our purpose. Building community value with every project we do is the force that drives us, and our fundamental core values are the principles we live by.



Integrity. Act with honesty, integrity, and respect to all



Involvement. Promote a passion for environmental stewardship and community involvement.



Success. Strive for success for both our clients and Baxter & Wooman



Ingenuity. Foster a work environment that promotes creativity and ingenuity



Service. Deliver superior client service



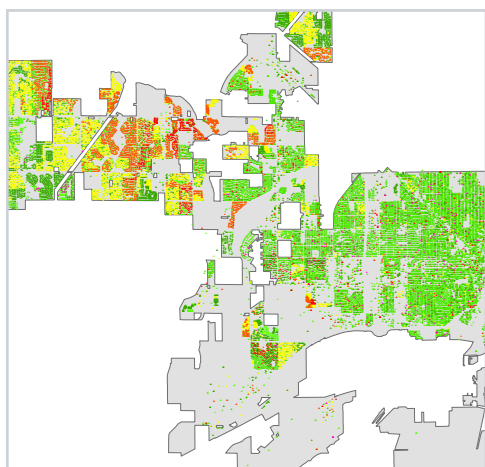
Growth. Encourage continued learning and growth in our profession

Company Experience

Professional Consulting Services for Advanced Metering Infrastructure

National Leader in Meter Technologies

Ken Moore of Baxter & Woodman is a national leader in meter technologies. He has helped over 20 communities in the Chicagoland area with water meter infrastructure, as well as major cities including New York, Detroit, and Los Angeles.



The City of Joliet has over 47,000 meters. Baxter & Woodman is helping the City administer a prioritized replacement program with Sensus technology improvements. The exhibit above shows a portion of the City's water meters (color coded by age) and the breadth of the project.

Baxter & Woodman is committed to helping enhance your community's metering infrastructure. Our experience in advanced metering infrastructure includes developing comprehensive Program Management, conducting evaluations of residential water meter system and annual meter replacement programs, and managing the process from vendor analysis to system start-up.

Focused on Efficient Operations

Our approach focuses on helping municipalities install the right technology to improve water revenues and operations. Baxter & Woodman applies a "one water" philosophy, which means we consider the municipality's entire water system and future operations and maintenance that may be impacted from a meter replacement program. We carefully evaluate changes to meter readings, data analysis, addressing alarms, and managing meter infrastructure when developing a meter replacement plan to help you improve operations.

Improved Customer Service Experience

Our advanced metering infrastructure services also consist of working with municipalities to select a water metering system that can improve the customer service experience. When evaluating various programs, we pay close attention to the customer interface and seek features that can identify:

- Monthly billings
- System alerts
- Tamper resistance
- Online usage reports
- Leak detection
- Water accountability

We also know how important it is to make tactical decisions, which is why our engineers develop decision matrices to make it as easy as possible to select a water metering program that meets your needs.

Water Meter Replacement Assistance

Village of Homewood, IL

The Village requested assistance in creating bid documents for a comprehensive water meter replacement project.

The project included:

- Two-way
- Fixed base
- Automated meter reading system
- New water meters for all residential and commercial properties within the Village limits

Baxter & Woodman also conducted a feasibility study, provided design documents, assisted with bidding, and presented a final presentation to the Village Board. With over 6,000 meters and one fixed base infrastructure improvement, this \$3 million project was locally funded and completed over a 12-month period.

Highlights

- Comprehensive water meter replacement project
- Advanced Metering Infrastructure (AMI)

Reference

John Schaefer
Director of Public Works
17755 S. Ashland Avenue
Homewood, IL 60430
(708) 206-3470

Water Meter Study and Replacement Program

City of Joliet, IL

Baxter & Woodman completed an evaluation and study of the City of Joliet's residential water meter system and annual meter replacement program. The project included consulting services for the review, planning, and prioritization of a water meter replacement program to improve water accountability and increase revenue from water billings.

The study objectives included the following:

- Elimination of non-automated meter reading devices
- Program architecture (meter type, testing, billing, etc.)
- Identification of residential meter's contribution to non-revenue water
- Leak detection infrastructure review and recommendations
- Short-term and long-term recommendations for meter replacement
- Identification of staffing and operation & maintenance (O&M) consequences
- Meter supplier software review and recommendations
- Databases, Information and Data-based management tools
- Large meter testing review and improvements

Highlights

- Evaluation and study of water meter system and annual meter replacement program
- Replacement with automated meter reading (AMR) devices

Reference

Allison Swisher, PE
Public Utilities Director
150 W. Jefferson Street
Joliet, IL 60432
(815) 724-4222

City of Oak Forest, IL

Water System Performance Contract



Highlights

Johnson Controls funded the initial study (no cost to Oak Forest) and preliminary design, providing an economically viable alternative to traditional project funding.

Guaranteed Results: Johnson Controls guaranteed the projected energy savings and has agreed to pay the difference, if guaranteed savings fall short.

The Performance Contracting model provides:

- Single Source of Responsibility
- No Change Orders
- An Ongoing Measurement
- Guaranteed Results

Reference

Tim Kristin
City Administrator
15440 S. Central Avenue
Oak Forest, IL 60452
(708) 687-4050



The Oak Forest Water System Performance Contract project is an innovative private/public partnership focusing on planning, delivering, and guaranteeing cost reductions for the City's water distribution system via reduced energy consumption and streamlined operations. Baxter & Woodman produced construction documents, and also performed construction and start-up services to deliver the project on time and within budget.

Baxter & Woodman joined Johnson Controls, who provided an Energy Performance Contract, which is an alternative financing mechanism designed to accelerate investment in cost-effective energy conservation measures. This project will pay for itself in seven years with the reduction in water loss, increase in water meter revenues, decrease in energy consumption, and optimized system operation. The project combines the best talents of Baxter & Woodman providing water system engineering operations and energy consumption expertise and incorporated them with the controls and instrumentation prowess of Johnson Controls, Inc.

The following specific improvements were identified and are being implemented:

- WaterGEMS Water Model and long-term water loss control strategies
- Complete water meter change-out
- Systemwide water leakage testing and repair
- Pumping stations pump speed optimization and Master PLC upgrades
- Pumping modifications to reduce water hammer and limit main breaks
- Pump and operational control strategies including off-peak pumping
- VFD replacements at booster pumping stations
- Remote metering facilities
- New pressure zones
- Improved data management services and SCADA
- New pressure zone to reduce water pressure in areas with water main breaks and increase pressure in locations with low fire flows

Improved metering, level sensors, and SCADA were implemented at City facilities (including the elevated tank shown to the left) to improve the water accountability.

Village of Schaumburg, IL

Water Distribution System Improvements

Highlights

- Design/Build Project Delivery
- Water Distribution System Analysis
- SCADA
- Water Accountability Portal
- MCC Replacement
- Post-Construction Operational Consulting

Reference

Michael Hall, PE
Director of Engineering and Public Works
101 Schaumburg Court
Schaumburg, IL 60193
(847) 923-6616



The Village of Schaumburg's water system, as with the water systems of most communities, was constructed over a series of decades through individual projects that addressed localized needs. This water system improvement project, as part of the performance contract, aims to consolidate the operation of the Village's utility infrastructure and provide improved functionality.

Baxter & Woodman produced construction documents, and also performed construction and start-up services to deliver the project on time and within budget.

The water system scope goal is to update instrumentation and control to effectively manage storage volumes for fewer water quality issues, minimize water loss, and optimize energy use. Baxter & Woodman teamed with Johnson Controls to provide a systematic evaluation of the various storage facilities, pump stations, and water network that will deliver:

- Improved water quality by providing a more consistent chlorine residual through automation of tank turnovers. Water system improvements will include instrumentation at each of the Village's storage sites to calculate the water age and automatically pump at off-peak hours to provide adequate tank turnovers.
- Repurposed operator resources by shifting operational resources from manual site checks to preventative and planned maintenance.
- Renewed aging infrastructure by delivering a number of mechanical improvements throughout pumping stations.
- Minimized water main breaks due to SCADA enhancements that will allow staff to manage system pressures in a better way.
- Improved emergency response time, reduced downtime of equipment, and supplied water.
- Reduced electricity expenses. The improvements will result in approximately \$60,544 per year of electricity savings by reducing demand charges at several sites and reducing operational energy at Plum Grove and Odum pump stations.
- Flexibility for maintenance.
- Reconcile the financial impact of water operations daily. Specifically, indicate and assign a value to water lost on a daily basis.

Operating History

Founded in 1946, Baxter & Woodman, Inc. provides consulting engineering and technology services to municipalities, states, agencies, county governments, and sanitary districts throughout Illinois, Wisconsin, Florida, and Texas. We are dedicated to combining sound engineering practices with emerging technologies to provide sustainable, innovative solutions.

Our experience includes planning, design, construction and technology services for water, wastewater, stormwater and transportation facilities for municipalities, counties, state agencies, and more. Environmental, geographic information systems (GIS), water and wastewater operations, and advanced technology needs complement the firm's civil engineering expertise. The company has several subsidiaries including ones focused on Natural Resources, Municipal Technology, and Design-Build project delivery.

Baxter & Woodman has climbed to **#296** on the Engineering News Record list of Top Design Firms in the Country!



Regional Offices

Baxter & Woodman has 13 regional offices that provide our clients with local presence and responsive service. **The services for the Meter Replacement Program Evaluation will be completed primarily from our Mokena office.**

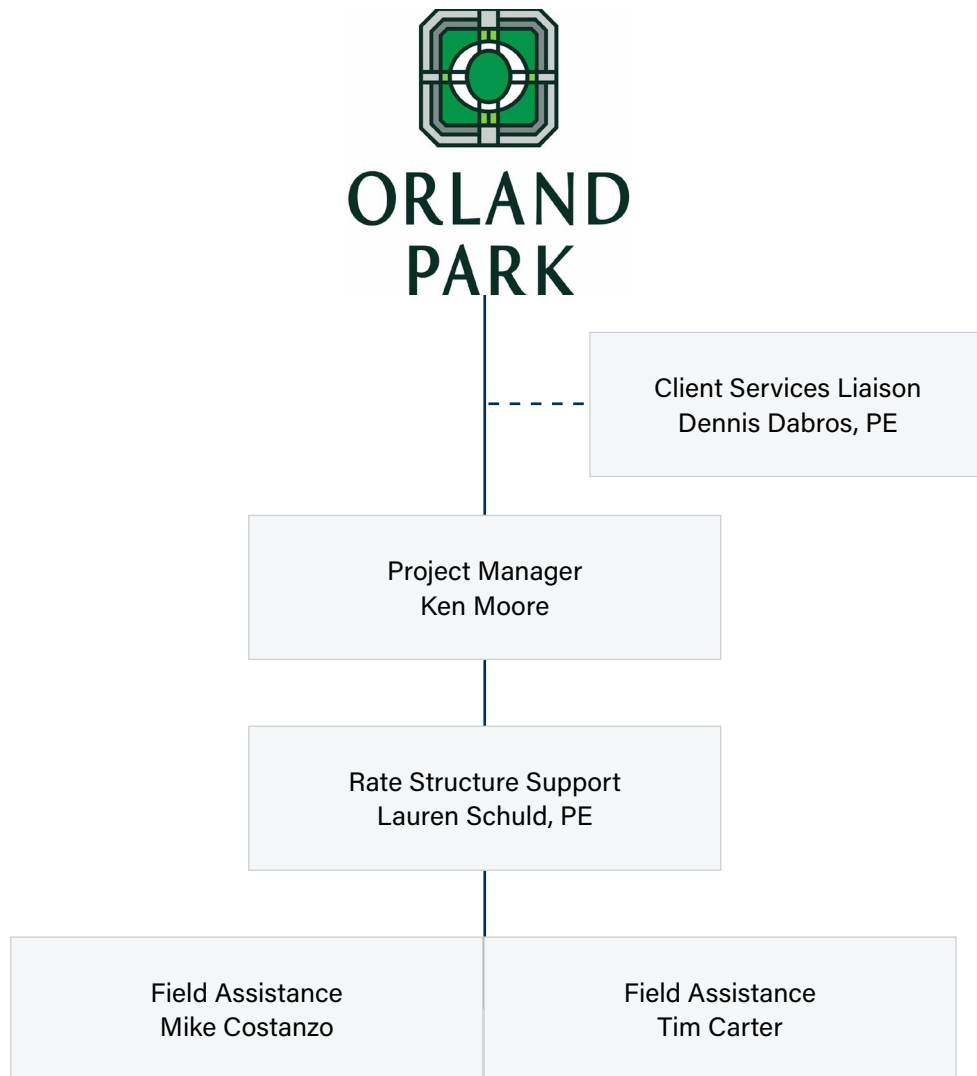
Full-Service Team

Our combined workforce totals 330+ talented individuals including wastewater, civil, transportation, mechanical, structural, electrical, and environmental engineers. The engineering staff is supported by trained technicians, licensed water and wastewater operators, licensed electricians, registered surveyors, GIS/GPS analysts, CAD operators, construction inspectors, and administrative assistants.

BAXTER & WOODMAN STAFF INCLUDES:			
STAFF MEMBERS 332	TRANSPORTATION	STRUCTURAL	CADD
	53	4	12
	WATER/WASTEWATER	ELECTRICAL	SURVEY
	53	6	6
	STORMWATER	GEOLOGIST	SPATIAL TECHNOLOGY
	11	1	7
	INFRASTRUCTURE	CONSTRUCTION	SCADA/CONTROLS
	15	50	37

Staff Qualifications

Baxter & Woodman will lead a comprehensive team with the skills, resources, and experience necessary to successfully complete the Meter Replacement Program Evaluation. Project Manager Ken Moore is highly qualified and experienced in projects of similar scope. Resumes of staff members follow.



Kenneth A. Moore

Project Manager



EDUCATION

B.S., Executive Business
Administration, Hillsdale
College, MI

JOINED FIRM IN: 2020

YEARS OF EXPERIENCE: 47

ASSOCIATIONS

American Water Works
Association

SPECIALTIES

- Advanced Metering
- AMI/AMR: Real Time
Monitoring System
Telemetry
- Water Loss Management:
Acoustic Leak Detection
- Flow Control Product
- Municipal Water/
Wastewater: Stormwater
Collection - Transportation
Systems



Ken recently joined the firm to assist our municipal clients with enhanced water and wastewater integrity through the planning, design, and implementation of water meter infrastructure. Ken has implemented concept development/design, acquisition of service, and management of sub-contractors for the purpose of provision and installation of over a dozen Chicago area turnkey meter and Automatic Meter Reading and Advanced Metering Infrastructure municipal systems.

REPRESENTATIVE PROJECTS

City of Joliet, Illinois

Water Meter Study and Replacement Program

QA/QC Review for the evaluation and study of the City's residential water meter system and annual meter replacement program. The project includes consulting services for the review, planning, and prioritization of a water meter replacement program to improve water accountability and increase revenue from water billings.

The study objectives included the following:

- Non-Automated meter reading (AMR) meter elimination
- Program architecture (meter type, testing, billing, etc.)
- Identification of residential meter's contribution to non-revenue water
- Leak detection infrastructure review and recommendations
- Short-term and long-term recommendations for meter replacement
- Identification of staffing and operation & maintenance (O&M) consequences
- Meter supplier software review and recommendations
- Databases, Information, and Data-based management tools
- Large meter testing review and improvements

While working for others:

Chicago Area Municipal AMR/AMI Projects

- | | |
|-----------------------|--------------------|
| ▪ Willowbrook, IL | ▪ Winfield, IL |
| ▪ Hodgkins, IL | ▪ Brookfield, IL |
| ▪ Elmwood Park, IL | ▪ River Grove, IL |
| ▪ Leyden Township, IL | ▪ Calumet Park, IL |

Lauren M. Schuld, PE

Rate Structure Support



EDUCATION

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

B.S., Civil Engineering, Bradley
University, 2012

JOINED FIRM IN: 2012

YEARS OF EXPERIENCE: 10

REGISTRATIONS

Licensed Professional
Engineer: Illinois

ASSOCIATIONS

ISAWWA Young Professionals
Committee Chair

HONORS

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



Lauren is proficient at providing design and construction observation services on a variety of water and wastewater engineering projects. She brings a well-rounded background in the planning and design of infrastructure improvements, water/sewer system modeling, stormwater management recommendations, and utility rate studies.

REPRESENTATIVE PROJECTS

Village of Oswego, Illinois

Alternative Water Supply Evaluation

Project Engineer for a feasibility study to evaluate alternate water suppliers based on factors such as water quality, water quantity, pipe routing, timeline, governance, and capital improvement costs. Each water supply option was reviewed to identify the costs for infrastructure improvements. In addition, a water model was updated to evaluate the impact of a new water source on the existing system and the improvements needed within the Village to accommodate the new supply. The impact on rate payers and financing options were evaluated for the water supply options.

City of Rolling Meadows, Illinois

Water and Sewer Rate Study

Staff Engineer for the ongoing development of a new water and sewer rate structure for the City. Assessing the City's revenue and expenses, and developing water and sewer rates and rate scenarios to support the City's upcoming Capital Improvement Program (CIP). Study recommendations will include reorganizing the rate structure to more accurately allocate costs to expenses and develop fixed charges in order to stabilize annual cash flow. Also is providing a benchmark analysis of the Village's water and sewer rates versus other communities.

Village of Carpentersville, Illinois

Water and Sewer Rate Study and CIP Update

Project Engineer for update to the Village's Water and Sewer portion of the Capital Improvement Plan (CIP) and completing an update of the Water and Sewer Rate Study. This included analyzing current water trends, preparing a three-year projection of water/sewer expenses and revenue, and identifying the rates necessary to meet the requirements.

Michael C. Costanzo

Field Assistance



JOINED FIRM IN: 2020

YEARS OF EXPERIENCE: 30

CONTINUING EDUCATION

Management and Supervisory courses

Traffic Control classes and seminars

CERTIFICATIONS

IDOT QC/QA PCC Level 1 Technician
IDOT QC/QA Mixture Aggregate Technician
CDL-A 2019
Certified Flagger

ASSOCIATIONS

Local 150 Operating Engineers



Mike recently joined Baxter & Woodman with diverse experience as a Foreman, overseeing large operations that included a wide array of public and private utilities, weather-related procedures, and working with heavy machinery. He also has extensive experience working with numerous General Contractors.

REPRESENTATIVE PROJECTS

Village of Orland Park, Illinois

2020-2021 Road Improvement Program

Assistant Resident Engineer for the 2020 and 2021 Road Improvement Programs, which included work throughout various areas within the Village. Improvements include hot-mix asphalt surface removal, pavement removal and patching, spot curb and gutter removal and replacement, sidewalk removal and replacement, preparation of aggregate base, hot-mix asphalt binder and surface course, adjustment of drainage structures, sidewalk slab raising, shotcrete curb and gutter repairs, parkway restoration, and other incidental and miscellaneous items of work on various roadways within the Village.

While working for others:

Village of Frankfort, Illinois

Utilities Department

As Foreman/Operator, Mike managed a crew of 10 employees to oversee repairs to Village water and wastewater systems, including repair/installation of water and sewer main, and hydrant maintenance. He worked with the Director on yearly budget and employee reviews, and operated heavy machinery.

Timothy A. Carter

Field Assistance



JOINED FIRM IN: 2020

YEARS OF EXPERIENCE: 31

CERTIFICATIONS

Asbestos/Lead Abatement
Chicago Labor Training, 1992
OSHA 10-Hour Training
IDOT QC/QA Aggregate for
Mixtures
IDOT QC/QA Hot Mix Asphalt I
IDOT Pavement Construction
Inspection
IDOT QC/QA PCC Technician
Level 1
ACI Concrete Field Testing
Technician Grade I
Portland Cement Concrete
Level I
IDOT CMMS 2003 Training
SMC Soil Erosion and
Sediment Control



Tim recently joined Baxter & Woodman's construction services team with over 25 years of experience in construction observation and survey. His background includes construction inspection for staged construction in heavily congested areas, bridge improvements, substructure inspection, and roadway pavement and drainage improvement projects. Tim is also well adept in Contractor coordination, adherence to regulatory standards, maintenance of traffic, preparation of as-builts, and erosion and sediment control.

REPRESENTATIVE PROJECTS

Village of Orland Park, Illinois

2021 Road Improvement Program

Assistant Resident Engineer for the 2021 Road Improvement Program, which included work throughout various areas within the Village. Improvements include hot-mix asphalt surface removal, pavement removal and patching, spot curb and gutter removal and replacement, sidewalk removal and replacement, preparation of aggregate base, hot-mix asphalt binder and surface course, adjustment of drainage structures, sidewalk slab raising, shotcrete curb and gutter repairs, parkway restoration, and other incidental and miscellaneous items of work on various roadways within the Village.

Village of Orland Park, Illinois

151st Street Reconstruction

Construction Technician for the Phase III construction engineering services for the widening, reconstruction, and infrastructure improvements along 151st Street from West Avenue to Ravinia Avenue. Additionally, the project includes construction of a new roundabout located at the intersection of 151st Street and West Avenue.

City of Joliet, Illinois

2021 Water Main Replacement Program

Construction Manager for the replacement and rehabilitation of approximately 32,549 lineal feet of 6- to 12-inch water main. The project also included updating the City's GIS database with as-built conditions.

Project Approach

The Village of Orland Park owns and maintains approximately 23,700 residential and commercial water meters (primarily Sensus) spanning in age from one to 25 years old. Approximately 19,824 water meters are equipped with Sensus SmartPoint, which are radio endpoints for remote meter reading.

Orland Park is seeking an independent, experienced consultant to advise and collaborate with the Village in managing the evaluation of the current metering and AMI system. Baxter & Woodman will confirm the Village selects an efficient, cost-effective, and beneficial process, starting with vendor analysis through program implementation. Our team will research and recommend a system that helps to improve departmental and operating efficiencies while enhancing the customer service experience.

Strategy for Success

Our team will focus on these three keys to success:



Enhancing the Customer Service Experience



Improving Water Accountability, Revenues, and Operations



Managing, Advising, and Communicating

Enhancing the Customer Service Experience

We will help the Village select a system that improves the customer interface with monthly billing, system alerts, tamper resistance, online usage reports, leak detection, and water accountability (optional add-on service). The Village will benefit from an engineer that makes customer service a top priority. Our project team will develop a decision matrix to help the Village make a final selection on the direction of the program, and customer service features will be heavily weighted.

Improving Water Accountability, Revenues, and Operations

The Village will benefit from our “one water” philosophy. Typical engineering firms come in and write meter bid specifications, but we value the entire water system and future operations and maintenance. This means we will think about the externalities that come from a meter replacement program and help the Village navigate those challenges.

BUILDING TRUST WITH HOMEOWNERS

Entering private homes can be challenging, but our team will write specifications that stress safety and communication so that customers are educated and ready to allow the approved contractor into their homes.

Improving water revenues and operations must be a priority for the selected engineer. Project Manager Ken Moore will confirm the right technology and system that will take Orland Park to the next level. Many Village departmental and operating efficiencies will be realized, and a higher level of customer service will be provided with an AMI system due to the possibility of leak detection being incorporated and having real-time water usage available to customers. Meter reading, data analysis, addressing alarms, and managing meter infrastructure will change after this project, making it crucial to have an engineer who understands the whole process.

Managing, Advising, and Communicating

The Village will gain value from our meter management and communication skills. Village staff will know exactly where the project, budget, and schedule is at each step of the way. Orland Park will know what we completed last week, what we are working on currently, and what is planned for the coming weeks. The Village will need to make many tough decisions, but we will educate, advise, and support you at each turn.

QA/QC Plan

Each Baxter & Woodman department has a Quality Assurance/Quality Control (QA/QC) Plan that incorporates peer reviews and constructability reviews conducted by senior engineers, certified operators, and construction managers at project milestones. These reviews aid in design accuracy, cost estimation, and scheduling. Our team collaborates to confirm quality is an ongoing focus and a superior product is achieved.

At the Draft stage, the comprehensive bid package and specifications will be reviewed to identify potential constructability and operations concerns. Preliminary cost estimates are prepared to allow for design changes needed to meet your budget. Documents will be reviewed for completion again at 60% and 100% complete with the goals of minimizing Change Orders and confirming that your requests have been addressed.

QA/QC comments are received from reviewers at each critical project milestone and are documented in tabular format. Responses addressing these comments are required to be provided on the same form in order to readily identify concerns and their proposed resolutions.

Project documents are submitted to you only after QA/QC reviews are complete and approved by both the Project Manager and the Department Manager. As a commitment to our quality procedures, these QA/QC comments and resolution documents are available for your review upon request.

The benefits of our effective QA/QC procedures are most evidenced by tightly grouped bids, reduced Change Orders, and adherence to schedules and budgets. We routinely receive compliments from construction contractors and material suppliers regarding the thoroughness of our construction contract plans, enabling them to provide more accurate bids with minimal cushion for unknown risks.

Project Management

Efficient project management will deliver a project that is completed on time and under budget. The key to achieving this goal is organization and effective communication. One tool that we will utilize to manage the project is project status reports. Detailed reports will be emailed on a monthly basis to report progress and milestones. The “at-a-glance” format is ideal for inclusion in the Village’s Board packet to keep the Trustees and staff up-to-date.

Project Title/Job	Project Manager	Completion Date	Tasks Completed This Period
Advanced Metering Infrastructure Professional Consulting Services Job Number: [220462.10]	Kenneth Moore (815) 444-4440 kmoore@baxterwoodman.com	On Schedule	Completed kick-off meeting.

Proposed Fee

TASK	HOURS	COST
Water Meters and AMI Evaluation	370	\$50,250
Water Meters and AMI Procurement	296	\$41,144
Water Meter and AMI Endpoint Installation Procurement	64	\$8,000
Water Meter and AMI Endpoint Installation Assistance	292	\$31,536
TOTAL	1,022	\$130,930

PROPOSAL SUMMARY SHEET
RFP 22-016
Meter Replacement Program Evaluation

Business Name: Baxter & Woodman, Inc.

Street Address: 8678 Ridgefield Road

City, State, Zip: Crystal Lake, IL 60012

Contact Name: Ken Moore

Title: Project Manager

Phone: (815) 444-4440 Fax: (708) 478-8710

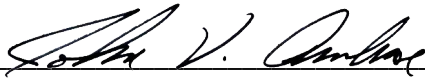
E-Mail address: kmoore@baxterwoodman.com

Price Proposal

PROPOSAL TOTAL	\$ <u>130,930</u>
ALTERNATE PROPOSALS CONSIDERED. CLEARLY DESCRIBE PROPOSED ALTERNATIVE FUNDING / FINANCING PLAN	

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: John V. Ambrose

Signature of Authorized Signee: 

Title: President/CEO Date: March 7, 2022

 ORLAND PARK
CERTIFICATE OF COMPLIANCE

The undersigned John Ambrose, PE, as President/CEO
(Enter Name of Person Making Certification) *(Enter Title of Person Making Certification)*

and on behalf of Baxter & Woodman, 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.#: 36-2845242
(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 November 20, 1975
(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 HARASSMENT 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). (emphasis added). 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 5 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.

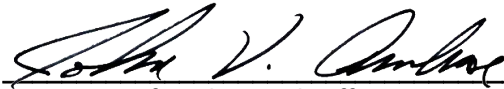
5) **TAX CERTIFICATION:** Yes ☒ No ☐

Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is: (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

John Ambrose, PE

Name of Authorized Officer

President/CEO

Title

March 7, 2022

Date

REFERENCES

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: Baxter & Woodman, Inc.
(Enter Name of Business Organization)

- | | |
|-----------------|---|
| 1. ORGANIZATION | <u>City of Joliet</u> |
| ADDRESS | <u>150 W. Jefferson Street, Joliet, IL 60432</u> |
| PHONE NUMBER | <u>(815) 724-4222</u> |
| CONTACT PERSON | <u>Allison Swisher, PE, Public Utilities Director</u> |
| YEAR OF PROJECT | <u>2020</u> |
| | |
| 2. ORGANIZATION | <u>Village of Homewood</u> |
| ADDRESS | <u>17755 S. Ashland Avenue, Homewood, IL 60430</u> |
| PHONE NUMBER | <u>(708) 206-3470</u> |
| CONTACT PERSON | <u>John Schaefer, Director of Public Works</u> |
| YEAR OF PROJECT | <u>2012-2013</u> |
| | |
| 3. ORGANIZATION | <u>City of Oak Forest</u> |
| ADDRESS | <u>15440 S. Central Avenue, Oak Forest, IL 60452</u> |
| PHONE NUMBER | <u>(708) 687-4050</u> |
| CONTACT PERSON | <u>Tim Kristin, City Administrator</u> |
| YEAR OF PROJECT | <u>2014-2016</u> |



ORLAND PARK

INSURANCE REQUIREMENTS

Please provide a policy Specimen Certificate of Insurance showing current coverage's along with this form.

WORKERS' COMPENSATION & EMPLOYER LIABILITY

Full Statutory Limits - Employers Liability
\$500,000 – Each Accident \$500,000 – Each Employee
\$500,000 – Policy Limit
Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY (ISO Form CA 0001)

\$1,000,000 – Combined Single Limit Per Occurrence
Bodily Injury & Property Damage

GENERAL LIABILITY (Occurrence basis) (ISO Form CG 0001)

\$1,000,000 – Combined Single Limit Per Occurrence
Bodily Injury & Property Damage
\$2,000,000 – General Aggregate Limit
\$1,000,000 – Personal & Advertising Injury
\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsements:

ISO CG 20 10 or CG 20 26 **and** CG 20 01 Primary & Non-Contributory
Waiver of Subrogation in favor of the Village of Orland Park

CG 20 37 Additional Insured – Completed Operations *(provide if box is checked)*

Please provide the following coverage, if box is checked.

PROFESSIONAL LIABILITY

\$1,000,000 Limit - Claims Made Form, Indicate Retroactive Date
Deductible not-to-exceed \$50,000 without prior written approval

UMBRELLA LIABILITY (Follow Form Policy)

\$2,000,000 – Each Occurrence \$2,000,000 – Aggregate
EXCESS MUST COVER: General Liability, Automobile Liability, Employers' Liability

UMBRELLA/EXCESS PROFESSIONAL LIABILITY

\$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date
Deductible not-to-exceed \$50,000 without prior written approval

BUILDERS RISK

Completed Property Full Replacement Cost Limits -
Structures under construction

ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY

\$1,000,000 Limit for bodily injury, property damage and remediation costs
resulting from a pollution incident at, on or mitigating beyond the job site

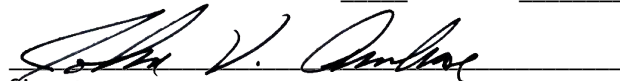
CYBER LIABILITY

\$1,000,000 Limit per Data Breach for liability, and notification, response
and credit monitoring service costs

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify **"The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, volunteers 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."** The required Additional Insured coverage shall be provided on the Insurance Service Office (ISO) CG 20 10 or CG 20 26 endorsements or an endorsement at least as broad as the above noted endorsements as determined by the Village of Orland Park. Any Village of Orland Park insurance coverage shall be deemed to be on an excess or contingent basis as confirmed by the required (ISO) CG 20 01 Additional Insured Primary & Non-Contributory Endorsement. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regard to General Liability and Workers' Compensation coverage. 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. Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsements shall not be a waiver of the contractor's obligation to provide all the above insurance.

Consultant agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages, endorsements and limits described above directly to the Village of Orland Park, Nicole Merced, Finance Management Analyst, 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 ____ DAY OF _____, 20__



Signature

Authorized to execute agreements for:

Printed Name & Title

Name of Company



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/20/2021

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

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

PRODUCER Holmes Murphy Associates/CSDZ, LLC 225 South 6th Street Suite 1900 Minneapolis MN 55402		CONTACT NAME: Diane O'Leary PHONE (A/C, No, Ext): 612 349 2495 E-MAIL ADDRESS: doleary@csdz.com FAX (A/C, No):	
INSURED Baxter & Woodman, Inc 8678 Ridgefield Road Crystal Lake IL 60012-2714		INSURER(S) AFFORDING COVERAGE INSURER A: Valley Forge Insurance Company INSURER B: The Continental Insurance Company INSURER C: Continental Casualty Company INSURER D: INSURER E: INSURER F:	
		NAIC # 20508 35289 20443	

COVERAGES

CERTIFICATE NUMBER: 354986786

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☒ LOC OTHER:			7017821337	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			7017821337	1/1/2022	1/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			7017835416	1/1/2022	1/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	7017818681	1/1/2022	1/1/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability Claims made form			AEH591900841	1/1/2022	1/1/2023	Per claim \$5,000,000 Aggregate \$5,000,000

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

Proof of Insurance

CERTIFICATE HOLDER

CANCELLATION

Baxter & Woodman, Inc. 8678 Ridgefield Road Crystal Lake IL 60012	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Paula A. Dixon</i>
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