



**Village of Orland Park**  
**Sidewalk Condition Assessment**  
**RFP 21-065**

December 15, 2021

Submitted by:



December 15, 2021

Mr. Brian Fei, PE  
Assistant Public Works Director  
Village of Orland Park  
15655 Ravinia Avenue  
Orland Park, Illinois 60462

Subject: ***Village of Orland Park - RFP #21-065 Proposal for Sidewalk Condition Assessment***

Dear Mr. Fei:

The Village is invested in making its community safer for pedestrians and bicyclists through the development of a sidewalk repair management system. With similar projects completed throughout northern Illinois, Baxter & Woodman will collaborate with the Village to create a system that strategically prioritizes where improvements are needed most while optimizing funds available for sidewalk maintenance. The Village will benefit from our:

- **LOCAL KNOWLEDGE:** We have a thorough understanding of the Village's roadway system. Since 2015, Baxter & Woodman has provided construction engineering services for 43 miles of roadway and sidewalk improvements worth an estimated \$30 million. During data collection, we can target high-priority areas to expedite work strategically.
- **EFFICIENT DATA COLLECTION:** As construction work is completed in the Village next year, we can utilize Mike Costanzo, Resident Engineer for the Village's annual Road Improvement Program, to provide support for data collection as he's available. Using staff already working in the area will keep costs down and accelerate completion.
- **INNOVATIVE TECHNOLOGY:** Our Spatial Technology Group recently used similar tools for Elk Grove Village's Sidewalk Inventory, including review of 190 miles of sidewalk. Using ArcGIS QuickCapture, this state-of-the-art technology can easily be incorporated into the Village's existing GIS data and saved in an easy-to-use, effective portal.

If you have questions about our qualifications, please contact Project Manager Peter Ferretti at (815) 444-3234 or [pferretti@baxterwoodman.com](mailto:pferretti@baxterwoodman.com). We acknowledge receipt of Addendum #1.

Sincerely,

BAXTER & WOODMAN, INC.  
CONSULTING ENGINEERS



Dennis S. Dabros, PE  
Vice President/Client Services Liaison

PCF:sj



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The nationally recognized Engineering News Record (ENR) publishes annually the ENR Top 500 largest U.S.-based design firms, both publicly and privately held, based on design-specific revenue. Baxter & Woodman is proud to be represented in the listing and has climbed to #296 (from #326 in 2020) with revenues just over \$54 million.

# Company Experience

## Why GIS?

### Better Asset Management:

sophisticated data storage, analysis and visualization capabilities

### Better Data Coordination:

integration between data layers results in more consistent, accurate information

### Better Public Policy:

accessible, comprehensive, and intuitive presentation of information



## Custom Applications

### Developed for the Village of Orland Park:

- ArcGIS Project Portal
- ArcGIS Deficiency List
- ArcGIS Quantity Book



Offering a wide range of GIS services - from master planning and data collection through custom application development and personalized training. We strive to make GIS a success for communities and utilities using a combination of proven techniques, innovation, and exceptional customer service. Our goal is to help municipalities and public agencies work smarter with spatial technology.

## Web-Based Services

- Esri ArcGIS Online Services
- Planning
- Installation
- Maintenance
- Application Design and Deployment
- Mobile & Desktop
- Geocortex (Web Mapping Applications)
- Hosting Services

## Data Management

- Esri Enterprise Geodatabase Management
- Data Conversion from Other Sources (CAD, .CSV, etc.)
- Data Clean-Up and Implementation of Industry Standardization

## Asset Management

- Cityworks Business Partners
- Installation
- Project Management
- Data Prep
- Cartegraph Business Partners

## Drone (UAS)

- Aerial Images (like Google Maps)
- Traffic Observation
- Bridge Inspections
- Construction Progress
- Marketing Imagery/Video

## 3D

- Esri ArcGIS Pro
- Spatial Analyst
- 3D Analyst

## Software Expertise

- ArcGIS™ for Desktop
- ArcGIS™ for Server
- ArcGIS™ Online
- Azteca Systems Cityworks
- Latitude Geographics Geocortex Essentials
- TerraSync/Pathfinder
- SQL
- ArcSDE™
- Google APIs



***Our team will help you apply the latest spatial technology to efficiently manage your assets and save TIME, ENERGY, RESOURCES, and MONEY through proactive maintenance programs!***

# Village of Elk Grove Village, IL

## Sidewalk Inventory

### HIGHLIGHTS

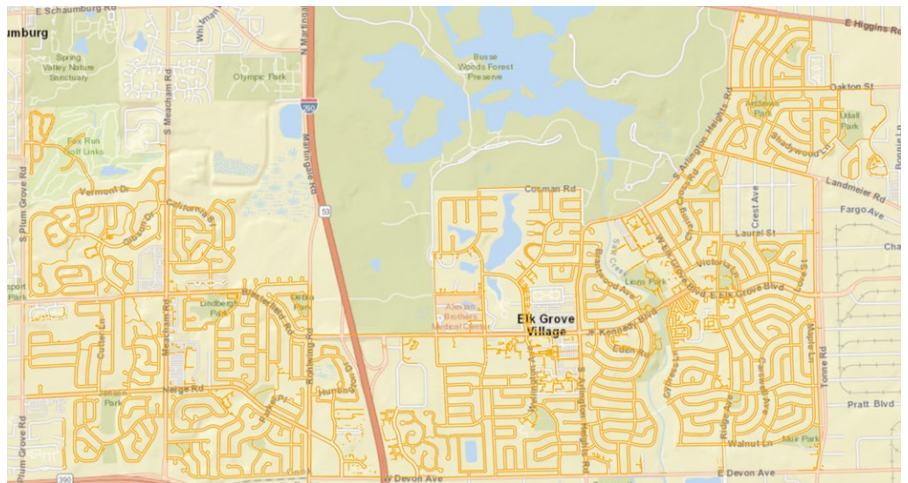
- Development of GIS Collection App
- Integration of App with Village Data
- Collaboration with Village Staff
- Visual Inspection of 190 Miles of Sidewalk

### REFERENCE

Brian Lovering, PE  
Chief Infrastructure Engineer  
450 E. Devon Avenue  
Elk Grove Village, IL 60007  
(847) 734-8077

Baxter & Woodman recently performed a complete sidewalk inventory of Elk Grove Village.

Services included development of a GIS collection app, integration of the app with Village data, and meetings with Village staff to determine sidewalk hazard, damage, and drainage criteria. Data collection consisted of visual inspection of 190 miles of sidewalk with approximately 13,000 incidences of non-compliance georeferenced and categorized by type and severity on the app. The data was then analyzed, and cost estimates were developed and assigned to each incidence. Funding options were discussed with Village staff and the mayor's office to determine how to best address the deficiencies.



Residential sidewalks within Elk Grove Village

# Village of Villa Park, IL

## ADA Inspection Application

### HIGHLIGHTS

- Development and Deployment of GIS-Based Application
- ADA Ramp Inspection
- Application Followed IDOT Templates and Guidelines

### REFERENCE

Dale Hessel  
MIS Specialist  
20 S. Ardmore Avenue  
Villa Park, IL 60181  
(630) 834-8505



Sidewalk along Ardmore Avenue from Village Bicycle & Pedestrian Master Plan

Baxter & Woodman assisted the Village of Villa Park with the development and deployment of a GIS-based ADA inventory application utilizing Esri's Collector for ArcGIS product.

Our team helped design and build the Village's ADA inspection application using existing Illinois Department of Transportation (IDOT) templates and guidelines to allow information to be collected that is consistent with IDOT expectations. We also compared the results using IDOT's processes so that Villa Park's data could someday be incorporated into IDOT's District One database.



The application was developed using IDOT guidelines in order to meet IDOT's expectations. Village staff was able to take inventory of 1,472 ADA ramps throughout the Village.

# Illinois Department of Transportation

## PTB 170/03 Phase II Engineering Services Work Orders 4, 7 & 9: Pedestrian Ramp Assessment

### HIGHLIGHTS

- Data collection and condition assessment of more than 2,250 structures
- Coordinated team of 12 staff members using GIS Collector App
- Survey completed within two weeks

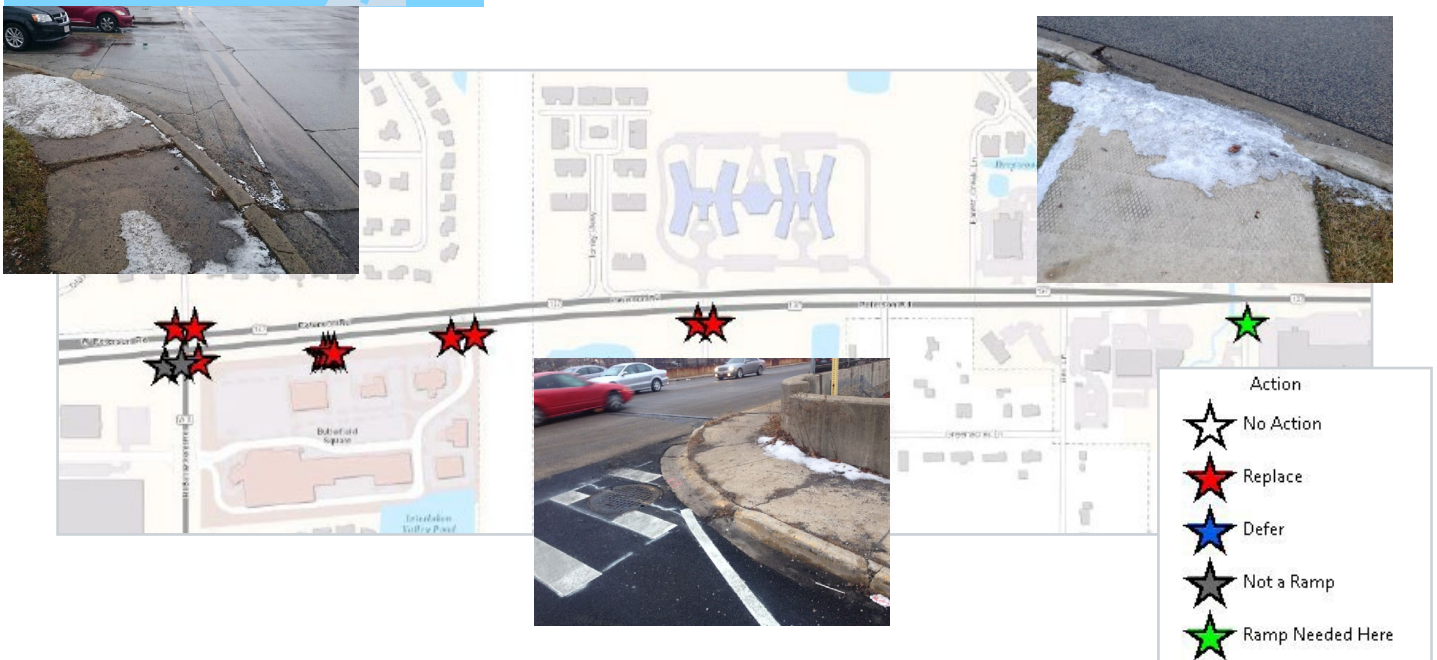
### REFERENCE

Fawad Aqueel  
 Bureau Chief of Design  
 201 W. Center Court  
 Schaumburg, IL 60196  
 (847) 705-4247

Baxter & Woodman assisted IDOT under a Work Order contract for Phase II engineering services as required for plan preparation, plan review, and route surveying on various projects in District 1. More than 30 Work Orders were completed under this contract.

### Work Orders Nos. 4, 7, and 9 Pedestrian Ramp ADA Assessment

Baxter & Woodman field staff assessed the condition of more than 2,250 pedestrian ramps along various routes and locations within northern Illinois for compliance with ADA requirements. A GIS Collector application allowed 12 staff members to coordinate assessment and documentation activities with each other in real time. The data was collected in an exportable, IDOT-approved schema. Photos of each ramp were taken for inclusion with the condition records. The survey was completed in two weeks.



# Operating History

Founded in 1946, Baxter & Woodman, Inc. provides consulting engineering and technology services to municipalities, state 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 celebrates 75 years in business!**

In 2021, Baxter & Woodman, Inc. celebrates their 75th year in business, upholding the founder's legacy of growing the business and providing superior personal service while building community value.



### Regional Offices

Baxter & Woodman has 13 regional offices that provide our clients with local presence and responsive service. **The services for the Sidewalk Condition Assessment will be completed primarily from our Mokena office, with support from our Crystal Lake, Chicago, and Naperville offices.**

### Full-Service Team

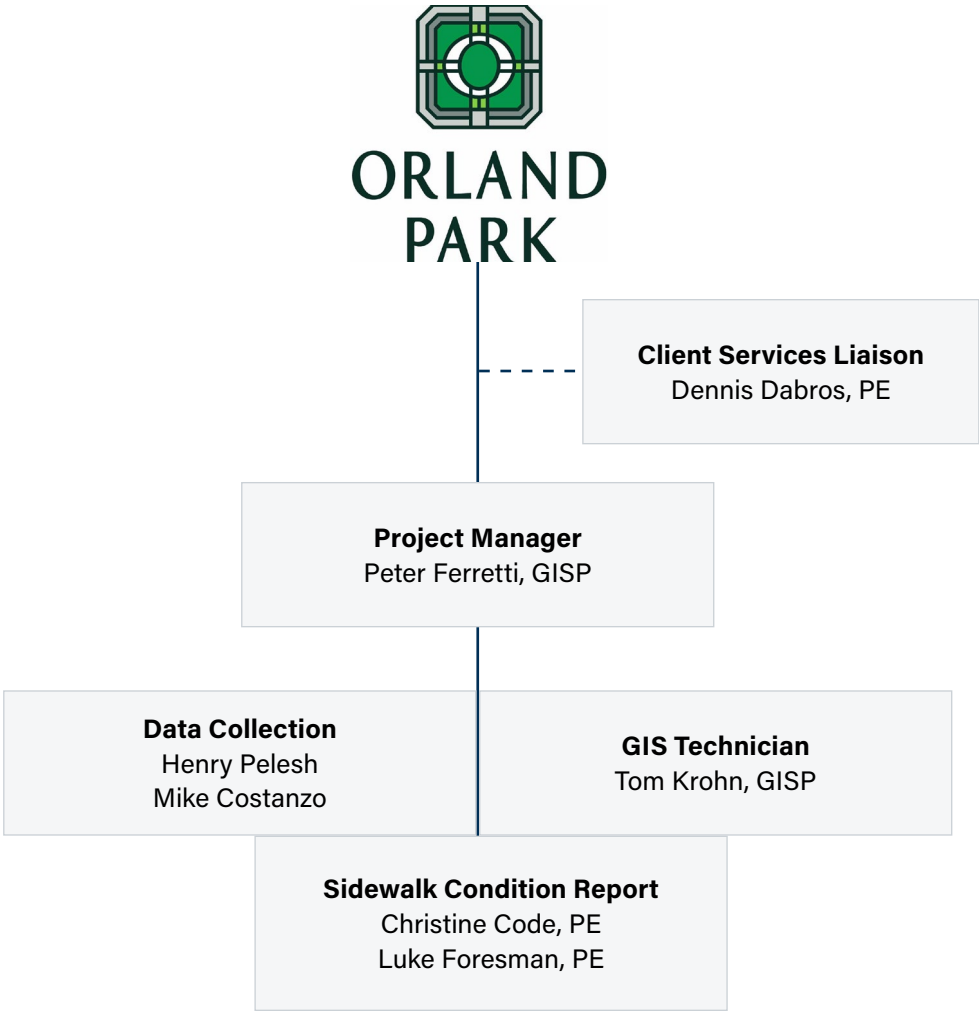
Our combined workforce totals 330+ talented individuals including wastewater, civil, transportation, mechanical, structural, electrical, and environmental engineers. The engineering staff is supported by trained technicians, licensed water and wastewater operators, licensed electricians, registered surveyors,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

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



# Staff Qualifications

Baxter & Woodman will lead a comprehensive team with the skills, resources, and experience necessary to successfully complete the Sidewalk Condition Assessment project. We have selected personnel who are highly qualified and experienced in projects of similar scope. Resumes of staff members follow.



## Peter C. Ferretti, GISP

Project Manager



### EDUCATION

B.S., Geography, University of Wisconsin-Whitewater, 2002

**YEARS OF EXPERIENCE: 19**

**JOINED FIRM IN: 2012**

### CERTIFICATIONS

Federal Aviation Administration, Remote Pilot Certification, May 2017

Diploma in Web Design, The Art Institute of Pittsburgh, 2009

GISP Certification, Geographic Information Systems Certification Institute, 2006

Geographic Information Systems World Campus Certificate Program, Pennsylvania State University, 2004



Peter is a certified Geographic Information System Professional (GISP) with more than 19 years of experience in geospatial technologies. His areas of expertise include asset management systems, custom web databases, data analysis and visualization, and 3D modeling.

Peter is skilled in the planning, design, and implementation of GIS and GPS-based services. He is a seasoned developer of ArcGIS for Server and ArcGIS Online web applications.

## REPRESENTATIVE PROJECTS

### Illinois Department Of Transportation

***PTB 170/03 Phase II Various Projects, Various Routes, Various Counties, Region One/District One***

Assisting IDOT under a Work Order contract with Phase II engineering services as required for plan preparation, plan review, and route surveying on various projects in District 1.

### ***Work Orders 4/7/9 Pedestrian Ramp ADA Assessment***

Peter oversaw GIS data management services for condition assessments of more than 2,250 pedestrian ramps along various routes and locations within northern Illinois for compliance with ADA requirements. A GIS Collector application allowed 12 staff members to coordinate assessment and documentation activities with each other in real time. The data was collected in an exportable, IDOT-approved schema. Photos of each ramp were taken for inclusion with the condition records. The survey was completed in two weeks.

### City of Crystal Lake, Illinois

#### ***Traffic Sign Inventory***

GIS Coordinator assisting the City with the development of a consistent, thorough traffic sign inventory, allowing them to comply with retroreflectivity requirements and providing a valuable tool for asset management. Our staff is using state-of-the-art GPS units to collect the accurate location, detailed attributes, and photo of each City-owned sign. Additionally, these signs are being inspected for daytime and nighttime visibility conditions. Signs not passing inspection will be recommended for removal upon completion of the project. At the end of the project, the City will have a solid understanding of the existing conditions of their signs, a sign

## ASSOCIATIONS

GISCorps

Illinois GIS Association

Geospatial Information &  
Technology Association

management tool for maintenance purposes, while being in compliance with the Manual of Uniform Traffic Control Devices (MUTCD) retroreflectivity standards.

### **Village of Lombard, Illinois**

#### ***Finley Road Improvements Phases I and II***

Assisted with GPS data dictionary development and updates.

### **Village of Bartlett, Illinois**

#### ***Application Hosting & Data Maintenance***

Project Manager for the Village's GIS Web Application. Baxter & Woodman helped design, deploy, and host an ESRI ArcGIS Server Web Application for internal use by Village staff and additional identified individuals for secure access to the GIS data.

### **City of Wood Dale, Illinois**

#### ***Asset Management***

Creation and implementation of the asset management system as it pertains to the City's transportation system, stormwater collection system, sanitary sewer system, and water distribution system. The system provides the City with access to work history performed and the ability to track maintenance programs. The implementation includes the design and configuration of service requests and work orders directly linked to the existing features in the City's GIS. On-site training for the use and management of the software was also provided.

### **Village of Glenwood, Illinois**

#### ***GIS Web Application Development***

Project Manager for the Village's GIS Web Application. Baxter & Woodman helped design, deploy, and host an ESRI ArcGIS Server Web Application for internal use by Village staff and additional identified individuals for secure access to the GIS data. This application was designed and built using the Microsoft Silverlight viewer. Access to the site is restricted to users with unique log-in credentials established and determined by the Village. The application is hosted, managed, and maintained by Baxter & Woodman.

### **Village of Winnetka, Illinois**

#### ***Sanitary Sewer Rehabilitation Program***

Utilized Trimble GPS equipment to create data collection application for use in manhole observations and collection of newly inventoried structures. Post-processed field data for use in reporting and decision-making.

## Henry J. Pelesh

Data Collection



### EDUCATION

B.S., Engineering Technology,  
Energy and Environmental  
Technology, Northern Illinois  
University, 2020

YEARS OF EXPERIENCE: 2

JOINED FIRM IN: 2019



Henry joined Baxter & Woodman after earning his Bachelor's of Science degree in Engineering Technology with an emphasis on Energy and Environmental Technology. Henry served as an intern at Baxter & Woodman while studying at Northern Illinois University supporting the firm's transportation and GIS department with the planning and design of a variety of transportation facilities, working within a transportation design team and spatial technology team.

### REPRESENTATIVE PROJECTS

#### **City of Crystal Lake, Illinois**

##### *GIS Consulting Services*

GIS Technician for transitioning from a proprietary GIS data model into an industry-standard ESRI-based GIS data model. Provides ongoing GIS consulting and management services.

#### **Village of South Elgin, Illinois**

##### *GIS Managed Services*

Assisting with ongoing GIS support including on-site GIS services, AGOL, CityWorks, and data development.

#### **Village of Glenview, Illinois**

##### *GIS/GPS Utility Field Data Collection*

Henry is providing Survey-grade GPS of all water, storm, and sanitary structures, and then loading all the information into the Village's GIS. There are approximately 27,000 structures that are part of this project.

#### **City of Joliet, Illinois**

##### *Water Valve Service Survey & GIS*

Assisted with the development of a standardized GPS data collection and delivery workflow for more than 10,000 service valves by multiple consultants for GIS incorporation.

#### **Kishwaukee Water Reclamation District, Illinois**

##### *GIS Development*

Assisted with GPS data collection of sanitary utility features.

## Michael C. Costanzo

Data Collection



**YEARS OF EXPERIENCE: 29**

**JOINED FIRM IN: 2020**

### 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 is a seasoned Foreman who brings his attention to detail and decades of experience to every project he assists with. He is familiar with the Village of Orland Park's policies and procedures while assisting with construction observation for the annual Road Improvement Program.

## REPRESENTATIVE PROJECTS

### Village of Orland Park, Illinois

#### 2020-2021 Road Improvement Program

Assistant Resident Engineer for the 2021 and 2020 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, 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. Worked with Director on yearly budget and employee reviews, and operated heavy machinery.

### Village of Frankfort, Illinois

#### Public Works Department

Duties included:

- Street sweeping
- Street sectional removal and replacement
- Sidewalk and curb removal and replacement
- Tree trimming removal and replacement
- Stormwater/drainage maintenance and repair
- Right-of-way mowing and maintenance

**Thomas M. Krohn, GISP**  
GIS Technician



**EDUCATION**

B.S., Geography, Illinois State University, 2002

**YEARS OF EXPERIENCE: 19**

**JOINED FIRM IN: 2018**

**CERTIFICATIONS**

Geographic Information Systems Professional (GISP), GIS Certification Institute



Tom has 19 years of experience in geospatial technologies. His areas of expertise include project management, sales success, and broad business acumen.

**REPRESENTATIVE PROJECTS**

**City of Joliet, Illinois**

***Water Service Valve Survey & GIS***

GIS Analyst for the City's Water Service Valve Survey & GIS Project. Baxter & Woodman provided GIS management services for a field GPS surveying program. The project consists of developing the GIS database schema based on the City's attribute requirements; inputting all field data into the Geodatabase; creating service lines from the water main to the newly collected b-boxes; creating service lines from the b-boxes to the building polygons; creating service points and meters where the service lines connect to the main and building; creating topology rules for a geodatabase that is ready for Geometric Network functionality; and managing the periodic deliveries and communications/project updates with the City.

Tom has provided his GIS expertise to the following pavement management projects:

- Village of Clarendon Hills
- Village of La Grange
- Village of La Grange Park
- Village of Lisle
- Village of Prairie Grove
- Village of Round Lake
- Village of South Chicago Heights
- Village of West Dundee
- City of Wood Dale

**City of Crystal Lake, Illinois**

***GIS Consulting Services***

GIS Analyst for transitioning from a proprietary GIS data model into an industry-standard ESRI-based GIS data model. Provides ongoing GIS consulting and management services.

## Christine A. Code, PE

### Sidewalk Condition Report



#### EDUCATION

B.S., Civil Engineering,  
University of Illinois at  
Chicago, 2000

#### YEARS OF EXPERIENCE: 21

#### JOINED FIRM IN: 2005

#### REGISTRATIONS

Licensed Professional  
Engineer: Illinois

#### CERTIFICATIONS

Fundamentals of Storm Water  
Pollution and Erosion and  
Sediment Control - Illinois  
Center for Transportation/  
IDOT (May 2013)

Erosion and Sediment Control  
Planning and Design - Illinois  
Center for Transportation/  
IDOT (May 2013)



Christine is a Project Manager/Engineer for a variety of municipal, county, Illinois State Tollway Highway Authority, and Illinois Department of Transportation projects. She has extensive experience in preparing Phase I Engineering Reports and Phase II plans, specifications, and cost estimates for multi-disciplined roadway and bridge projects. Christine's design experience and construction engineering background includes roadway modeling, geometric design, intersections, maintenance of traffic, traffic signals, drainage improvements, cost estimating, traffic analysis, bike paths, roadway maintenance, and construction inspection.

#### REPRESENTATIVE PROJECTS

##### **Village of Orland Park, Illinois**

###### ***Sidewalk Improvements***

Project Manager for design engineering for sidewalk connectivity improvements along various streets within the Village. The project area included sidewalks along 135<sup>th</sup> Street between 88<sup>th</sup> Avenue and Saint Mary Circle. Services included topographic survey, utility coordination, coordination with Cook County Department of Transportation and Highways, and preparation of plans, specifications, and construction cost estimates.

##### **Village of Orland Park, Illinois**

###### ***82<sup>nd</sup> Avenue Multi-Use Path Phase I***

Project Engineer for Phase I engineering services for a multi-use path along 82<sup>nd</sup> Avenue. Services included data collection, topographic survey, traffic analysis, alternatives & preliminary design, drainage analysis, environmental coordination and permitting, Preliminary Environmental Site Assessment (PESA), meeting attendance, public involvement, Project Development Report, funding applications, and right-of-way/easement verification.

##### **Village of Orland Park, Illinois**

###### ***Sidewalk Connectivity Improvements***

Project Manager for design engineering for sidewalk connectivity improvements along various streets within the Village. The project area included sidewalks along 108<sup>th</sup> Avenue and Doyle Court. Services included topographic survey, utility coordination, and preparation of plans, specifications, and construction cost estimates.

**Lucas J. Foresman, PE**  
Sidewalk Condition Report



**EDUCATION**

B.S., Civil Engineering, Bradley University, 2015

**YEARS OF EXPERIENCE: 6**

**JOINED FIRM IN: 2015**

**REGISTRATIONS**

Licensed Professional Engineer: Illinois



Luke graduated from Bradley University where he earned his Bachelor's degree and graduated with honors in Civil Engineering. Successful internships with the Illinois Department of Transportation and local consulting firms provide him with a strong foundation in municipal services, including familiarity with IDOT specifications and contract documents. As a member of our Transportation Department, Luke currently assists project teams with design and field engineering for a wide variety of road and infrastructure improvements.

**REPRESENTATIVE PROJECTS**

**Village of La Grange Park, Illinois**  
*Pavement Condition Report*

Project Engineer for a Pavement Management Report to assess the condition of the Village's pavements and develop economical and workable plans to maintain those pavements over the next several years. The study was completed using the Pavement Surface Evaluation and Rating (PASER) system to obtain an objective analysis of pavement condition. Pavement evaluation data was collected and entered into a database created with the use of Microsoft Excel with Geographical Information System software. Pavement condition was rated and rehabilitation strategies and total repair costs were developed for the 37 miles of streets and approximately one mile of alleys currently maintained by the Village. The cost to complete all roadway maintenance on all Village streets in 2019 was estimated at \$14.6 million.

**City of Country Club Hills, Illinois**  
*Safe Routes to School*

Project Engineer for the City's Safe Routes to School sidewalk installation, including engineering design and specifications. These Federal Aid Improvements provide pedestrian access to an adjacent school.

**Village of Beecher, Illinois**  
*Safe Routes to School*

Project Engineer for Preliminary Engineering, Design, and Specifications for this Federal Aid project that included the installation of school zone signage at various locations within the Village.



# Firm Differentiators

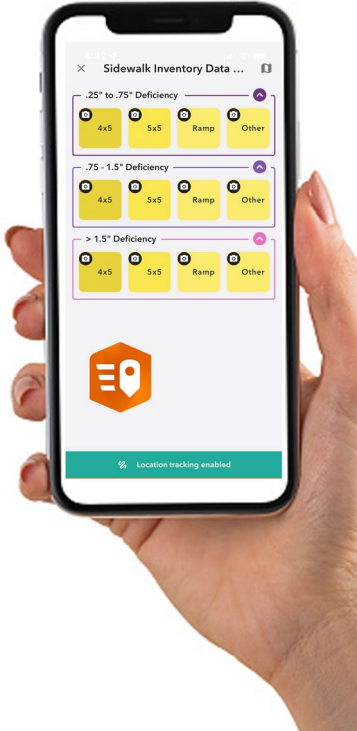
## Cutting-Edge Spatial Technology Solutions

Baxter & Woodman's Spatial Technology Group has perfected the process of collecting, disseminating, and managing the field data collection process. Our strategy involves the deployment of efficient collection processes and advanced GIS tools and applications. Our goal is to collect the deficiencies efficiently and accurately across the approximately 375 miles of Village sidewalks, using the combination of precise GPS technology and Esri ArcGIS Online applications. This will be achieved with:

- **QuickCapture with Tracker Enabled:** ArcGIS QuickCapture is Esri's newest solution for rapid field data collection. Our team utilizes this tool for mass data collection projects where uniformity and efficiency matter most. Before field inspections begin, our team will pre-design a form that confirms data captured is consistent and accurate. QuickCapture decreases the team's field time by nearly 40 percent (based on field testing environments).
- **Trimble DA2 GPS Receiver (confirming 5-foot location):** As a Trimble Business partner, our team will use the new Trimble DA2 data receiver that confirms the project's accuracy requirements of 5-feet are confidently met, even under tree canopy or urban canyon environments.



Baxter & Woodman is an Esri Business Partner and member of Esri's Early Adopter community. Our philosophy is to identify and focus on the latest and most useful tools and emerging technologies.

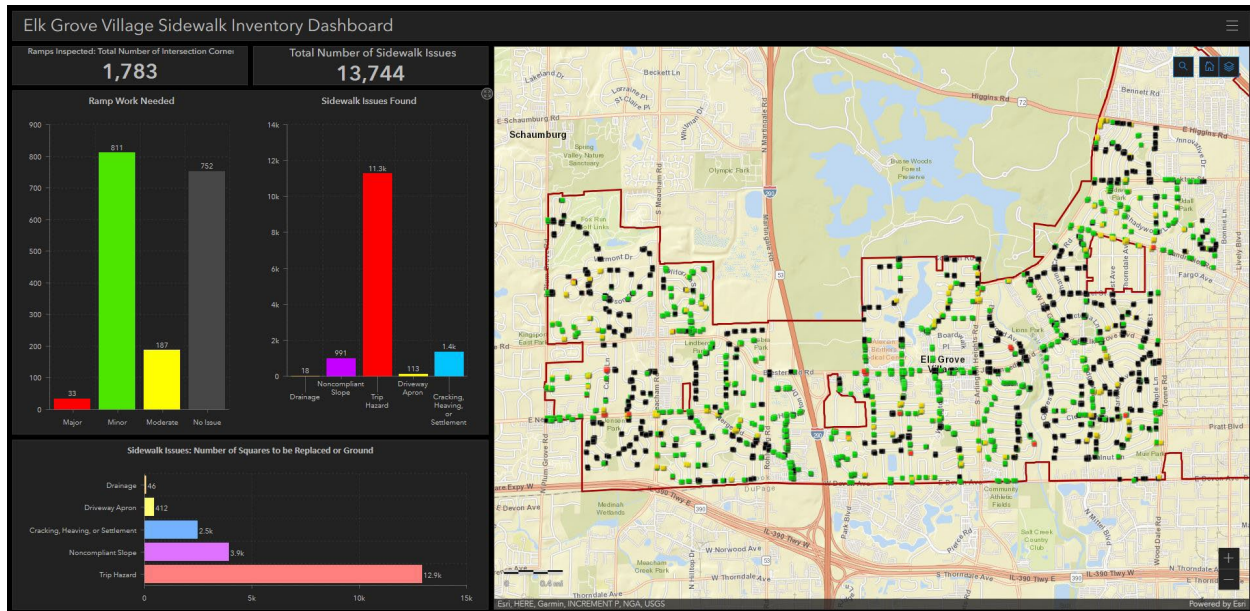


Preview of sidewalk management system using ArcGIS QuickCapture



Baxter & Woodman is knowledgeable in the operation of Trimble equipment and has started to become familiar with the new Trimble DA2 data receiver proposed for your project.

- Operations Dashboard/Experience Builder Portal:** As part of the deliverables of this project, we will provide the Village with a near real-time project progress portal designed in either ArcGIS Operations Dashboard or Experience Builder. We will integrate this portal to the Village's Organization account for viewing. The dashboard will show found deficiencies (color coded by type) and overall progress of our field staff.



Baxter & Woodman recently developed a Sidewalk Inventory Application for the Village of Elk Grove Village using similar technology.

Baxter & Woodman also regularly provides the Village with a full-time Resident Engineer for the Village's annual Road Improvement Program. Mike Costanzo has served as Resident Engineer for the last two years of the Village's program. He has the experience and local knowledge to assist in the field collection process, when available, and will also provide QA/QC for the overall project.

We are confident that with the combination of technology, strategy, and local experience, we will provide the Village with a complete and accurate assessment of your sidewalks.



2020 Village Road Improvement Program

# Proposed Fee

TASK	FEE
Project Meetings (Three Virtual)	\$3,000
Project Prep/Set-Up/Initiation	\$4,000
Portal Design and Configuration	\$4,500
Field Data Collection	\$38,500
Field Data Collection QA/QC	\$3,500
Engineer Review/Sidewalk Condition Report	\$12,000
Final Deliverables	\$1,200
Equipment (Five Weeks = \$500/Week)	\$2,500
<b>TOTAL</b>	<b>\$69,200</b>

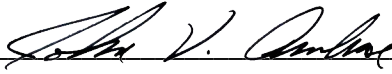
**PROPOSAL SUMMARY SHEET**  
RFP 21-065  
Sidewalk Condition Assessment

Business Name: Baxter & Woodman, Inc.  
Street Address: 8678 Ridgefield Road  
City, State, Zip: Crystal Lake, IL 60012  
Contact Name: Peter Ferretti  
Title: Project Manager  
Phone: (815) 444-3234 Fax: (815) 455-0450  
E-Mail address: pferretti@baxterwoodman.com

**Price Proposal**

PRICE PER MILE \$ 184.53

**AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: John V. Ambrose  
Signature of Authorized Signee:   
Title: President/CEO Date: December 15, 2021

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

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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 [X] 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 [X] 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 [X] 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 [X] 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 [X]    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

December 15, 2021  
\_\_\_\_\_  
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 Village of Elk Grove Village  
ADDRESS 450 E. Devon Avenue, Elk Grove Village, IL 60007  
PHONE NUMBER (847) 734-8077  
CONTACT PERSON Brian Lovering, PE, Chief Infrastructure Engineer  
YEAR OF PROJECT 2020
  
2. ORGANIZATION Village of Villa Park  
ADDRESS 20 S. Ardmore Avenue, Villa Park, IL 60181  
PHONE NUMBER (630) 834-8505  
CONTACT PERSON Dale Hessel, MIS Specialist  
YEAR OF PROJECT 2015-2017
  
3. ORGANIZATION Illinois Department of Transportation  
ADDRESS 201 W. Center Court, Schaumburg, IL 60196  
PHONE NUMBER (847) 705-4247  
CONTACT PERSON Fawad Aqueel, Bureau Chief of Design  
YEAR OF PROJECT 2014-2015





## **INSURANCE REQUIREMENTS**

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

### **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

*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**

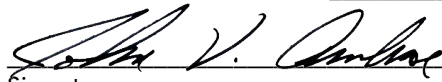
\$1,000,000 Limit per Data Breach for liability, notification, response,  
credit monitoring service costs, and software/property damage

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, 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 ON \_\_\_\_\_



Signature

\_\_\_\_\_  
Printed Name

Authorized to execute agreements for:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Company

*Note: Sample Certificate of Insurance and Additional Insured Endorsements attached.*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/22/2021

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).

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

**COVERAGES**

CERTIFICATE NUMBER: 1544287857

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			6045872351	1/1/2021	1/1/2022	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	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			6045872348	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6045872365	1/1/2021	1/1/2022	EACH OCCURRENCE	\$ 10,000,000	
							AGGREGATE	\$ 10,000,000	
								\$	
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC645872379	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> 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 and Pollution Liability claims-made coverage			AEH591900841	1/1/2021	1/1/2022	each claim aggregate	\$5,000,000	\$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

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