

# **RFP #25-050, Tinley Creek Streambank Stabilization, Orland Park, IL**

Submitted By:





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December 19, 2025

Village Clerk's Office  
Village of Orland Park  
14700 S. Ravinia Ave.  
Orland Park, IL 60462

Subject: Proposal Submission: RFP #25-050,  
Construction Engineering Services for Tinley Creek Streambank Stabilization

Dear Village Clerk and Evaluation Committee Members,

InNova Consulting, Inc. is pleased to submit our proposal for Construction Engineering Services for the Tinley Creek Streambank Stabilization project.

As a certified M/WBE firm with a strong, local presence in Palos Heights, we understand that this project demands more than standard construction inspection; it requires specialized risk mitigation due to the project's joint MWRD funding, structural complexity, and its location adjacent to sensitive residential properties secured by easements.

Our proposal presents a team of six licensed professionals, including P.E.s, a Registered Landscape Architect (RLA), and a Licensed Professional Land Surveyor (PLS), all dedicated to ensuring your project's success.

We request the Evaluation Committee to consider the competitive advantages InNova offers:

- *Residential Risk Mitigation Team (The Easement Solution): We neutralize your primary risk by providing an in-house PLS (Michal E. Farrell) for legal certification of all construction limits against the sensitive easements, supported by a dedicated Public Outreach Specialist (Amina Saleem) to manage homeowner communication proactively.*
- *Grant Assurance Team: Our dedicated Federal Grant Compliance Specialist (Lauren Hunt) ensures flawless documentation, maximizing protection for the MWRD grant funding and simplifying the Village's administrative burden.*
- *Localized Restoration Expertise: Our team includes a Landscape Architect, Alexia Paul, RLA, with prior experience working directly for the Village of Orland Park. This local context guarantees the final slope grading and stream restoration phase is executed to the highest quality.*

InNova offers the experience and competence of a large firm, combined with the dedicated focus of a growing, nimble organization. We assure you that your project will receive the maximum attention of our entire senior leadership team from our local office.

We look forward to the opportunity to partner with the Village of Orland Park to deliver this vital infrastructure project successfully, on time, and without litigation risk.

Sincerely,



Meraj Samina Saleem  
President InNova Consulting, Inc.



InNova Consulting, Inc. (InNova) offers a solution specifically engineered for the unique challenges of this MWRD-funded project adjacent to sensitive residential properties.

## I. Experience: Projects of Similar Size and Scope

InNova Consulting, Inc.'s team brings highly relevant Phase III construction engineering experience, directly aligning with the complex stabilization, drainage, and property constraints of the Tinley Creek project. The following table highlights projects that confirm our capacity to manage the technical, administrative, and public-facing requirements of this assignment.

| Project Title & Client                             | Project Value  | Relevant Scope to RFP #25-050   | Key Personnel                                     |
|--|----------------|---|---|
| Village of Orland Park: 159th St. Corridor         | N/A            | Led urban design and developed guidelines for the Village of Orland Park.   | Alexia Paul, RLA                                  |
| The 606 (Bloomingdale Trail), CDOT                 | N/A            | Construction Oversight of plantings, native planting design/layout, and field administration for landscape and retaining wall structures. | Alexia Paul, RLA                                  |
| I-80 at Briggs Street Bridge Replacement, IDOT     | \$9.0 Million  | Drainage replacement, embankment/soil stabilization, and complex structural replacement/widening.   | Felix Rubin,<br>Terry Shanklin PE,<br>Atif Hashmi |
| Sewer Lateral Cleanout Installation, Mequon, WI    | N/A            | Establishment of erosion controls and critical, effective interaction with Homeowners.  | Syed Atif Hashmi                                  |
| I-90 Roadway Reconstruction (Tollway Plaza), ISTHA | \$24.8 Million | Retaining wall construction with caisson foundation, piling, and grading.   | Felix Rubin                                       |
| ISTHA Systemwide Landscaping Improvement (I-90)    | \$4.0 Million  | Construction Management of Bioswale installation , Rip Rap improvement , Erosion/Sediment Control, and systemwide new replanting.         | Felix Rubin                                       |

## II. Operating History & Firm Experience (20% Evaluation Weight)

While InNova Consulting, Inc. may be a relatively new firm, our operational foundation is built upon the established reputation and decades of proven project experience of our key staff. Driven by the Owner's commitment to quality and efficient project delivery, InNova has experienced major, structured growth in 2025, significantly expanding our technical staff.

InNova is a certified M/WBE firm that has quickly secured key contracts, including Prime Construction Management contracts with IDOT. Our firm's current IDOT capacity stands at \$4.8 Million.

To accommodate this growth and ensure superior client service, InNova recently opened two new offices in Lincolnwood and Palos Heights (our primary support base for this project).

### InNova Consulting's Differentiators

|  |  |  |
|--|--|--|
|  <b>Residential Risk Mitigation</b> |  <b>Grant Assurance</b> |  <b>Localized Restoration</b> |
| Expertise  | Focus  | Benefit  |
| Licensed Professional Land Surveyor, Public Outreach Specialist  | Federal Grant Compliance Specialist  | Registered Landscape Architect   |
| Easement Solution  | MWRD Funding Integrity   | Slope Grading and Stream Restoration   |
| Neutralizes community conflicts  | Simplifies administrative closeout   | Executed to the highest quality  |



## *Commitment and Capacity*

Unlike larger firms whose senior principals and key managers are often shared across dozens of concurrent projects, InNova offers the essential decades of experience required for success, combined with the dedicated focus of a priority-driven firm. Our structure ensures that senior leadership will dedicate maximum time and attention to the Tinley Creek stabilization project, guaranteeing exceptional responsiveness and eliminating the staff dilution risk common with multi-national competitors. Furthermore, due to our rapid, planned growth, we maintain immediate capacity and are prepared to quickly invest in and hire specialized project-specific personnel if unforeseen scope or complexity demands it, securing the Village's project completion timeline.

InNova's IDOT Prequalifications demonstrate our capacity for the full scope of this project:

- Construction Inspection
- Surveying
- Highways - Roads and Streets
- Special Studies - Safety
- Structures - Highway: Simple
- Special Plans - Traffic Signals
- Special Services - Landscape Architecture
- Special Studies - Traffic Studies

## **III. Staff Qualifications (20% Evaluation Weight)**

InNova's proposed team comprises six licensed professionals (PE, RSP, RLA, PLS, PTOE), certified Construction Document Specialists, a seasoned Survey Crew Chief, and specialists in public involvement and grant compliance. This balanced staffing model ensures proficiency in all aspects of the RFP.

| Role                      | Key Personnel             | Core Qualification for RFP #25-050  |
|---------------------------|---------------------------|---|
| Traffic/MOT Engineer      | Julian Gnatenco, PE, PTOE | 30 years of Traffic Engineering experience. Expertise in Traffic Management Plans and MOT enforcement for IDOT and Tollway projects.                |
| Project Manager           | Terrence Shanklin, P.E.   | Structural expertise, management of deep foundations/piling, and municipal sewer & drainage projects.   |
| Senior Resident Engineer  | Felix R. Rubin III        | Decades of CM leadership, hands-on management of complex drainage improvements and structural work.   |
| Landscape Architect (RLA) | Alexia Paul, RLA, LEED AP | Direct Orland Park Experience. Construction oversight for slope grading and integrating landscape with structural civil work.                       |
| PLS (QA & Certification)  | Michal E. Farrell, PLS    | Licensed Professional Land Surveyor (PLS IL 03-002639) for legal certification of easement boundaries, topographic survey, and construction layout. |
| Survey Crew Chief         | Joseph Mack               | Specializes in QA/QC of construction layout for structures (retaining walls, box culverts) and accurate earthwork quantity calculation.             |
| Document/Field Engineer   | Syed Atif Hashmi          | Certified in IDOT Documentation. Proven ability to manage sensitive field interactions with homeowners.   |
| Grant/Compliance QA       | Lauren E. Hunt, RSP       | Expertise in Federal Grant Management (TrAMS, grants.gov) and compliance (NEPA).  |
| PE/Engineering Support    | Wenmei L. Englert, PE     | Certified PE with strong background in reviewing and developing erosion and sediment control plans and drainage design.                             |
| Public Outreach           | Amina Saleem              | Expertise in targeted outreach and community mobilization.  |

#### IV. Project Approach and Understanding of Scope (15%)

InNova's approach is tailored to the specific technical and political challenges of the Tinley Creek project, leveraging our local Palos Heights office for rapid support.

##### 1. Residential Risk Mitigation Team (The Standout Solution)

- Easement Compliance (The PLS Advantage): We utilize an in-house PLS (Michal E. Farrell) and Survey Crew Chief (Joseph Mack) to guarantee accuracy. The PLS provides the necessary legal certification of all construction limits and easements, eliminating subcontracting risk and protecting the Village from encroachment claims against adjacent residential property.
- Community Management: Amina Saleem (Public Outreach) will develop the communication strategy while Document Engineer Atif Hashmi serves as the primary, high-touch liaison for daily field concerns, leveraging his experience in effective communication with homeowners during construction. Our local Palos Heights office guarantees rapid response capability.

##### 2. Structural Integrity and Restoration

- Structural Oversight: Terrence Shanklin, PE and Felix Rubin will lead structural inspection of the gabion walls, stone armoring, and slope grading.
- Traffic Management and MOT Oversight: Julian Gnatenco, P.E., provides high-level review and consultation on the contractor's Maintenance of Traffic (MOT) plan, and our field team ensures strict compliance with MOT regulations.
- Localized Restoration: Alexia Paul, RLA, will oversee the slope grading and restoration, drawing on her direct experience with the Village of Orland Park to ensure the final landscape design and plantings are executed correctly.

##### 3. Grant and Financial Assurance

- MWRD Grant Compliance: Lauren Hunt will oversee the project's documentation lifecycle, ensuring all financial reporting, pay estimates, and closeout packages meet the rigorous compliance standards of the MWRD Grant and federal regulations.
- Documentation Rigor: Utilizing IDOT-certified Document Engineers (Hashmi, Rahman) and management oversight (Rubin), we guarantee flawless administration of daily reports (DARs) and pay estimates using the Village's required systems.



# Fees

**INNOVA**



#### **V. Proposed Fee (35% Evaluation Weight)**

InNova's cost proposal offers exceptional value by utilizing a highly qualified, multi-certified in-house team, resulting in a competitive CE ratio of approximately 7.8% of the estimated construction cost.

| Summary                                 | Total Amount        |
|---|---------------------|
| Total Labor Cost (A)                    | \$438,028.00        |
| Total Direct Expenses & Contingency (B) | \$32,500.00         |
| <b>TOTAL PROPOSED FEE (A + B)</b>       | <b>\$470,528.00</b> |



## Scope of Work Pricing Sheet (Detailed Breakdown)

| Staff Title   | Personnel Name          | Loaded Rate (\$/hr) | Estimated Hours (A) | Total Labor Cost (B) |
|---|-------------------------|---------------------|---------------------|----------------------|
| <b>I. Labor (Salary + Overhead + Profit)</b>          |                         |                     |                     |                      |
| Traffic/MOT Engineer                                  | Julian Gnatenco, P.E.   | \$198.00            | 60                  | \$11,880.00          |
| PLS (Certification)                                   | Michal E. Farrell       | \$154.00            | 80                  | \$12,320.00          |
| Project Manager (P.E.)                                | Terrence Shanklin       | \$187.00            | 200                 | \$37,400.00          |
| Senior Resident Engineer                              | Felix R. Rubin III      | \$165.00            | 600                 | \$99,000.00          |
| Landscape Architect (RLA)                             | Alexia Paul             | \$143.00            | 100                 | \$14,300.00          |
| Survey Crew Chief (Field QA)                          | Joseph Mack             | \$132.00            | 320                 | \$42,240.00          |
| Grant/Compliance QA                                   | Lauren E. Hunt          | \$137.50            | 120                 | \$16,500.00          |
| PE/Engineering Support                                | Wenmei L. Englert       | \$132.00            | 50                  | \$6,600.00           |
| Document/Field Engineer                               | Syed Atif Hashmi        | \$99.00             | 1,000               | \$99,000.00          |
| Inspector/Field Engineer                              | Mohammed Fazl Ur Rahman | \$92.40             | 920                 | \$85,008.00          |
| Public Involvement/Outreach                           | Amina Saleem            | \$88.00             | 160                 | \$14,080.00          |
| <b>Subtotal Labor Cost (A)</b>                        |                         |                     | <b>3,550</b>        | <b>\$438,028.00</b>  |
| <b>II. Direct Expenses &amp; Contingency</b>          |                         |                     |                     |                      |
| Vehicle/Mileage (Field Inspection)                    |                         | \$90.00 / Day       | 300 Days            | \$27,000.00          |
| Printing/Reproduction & Consumables                   | Contingency LS          |                     | 1                   | \$2,500.00           |
| Public Outreach Materials (Lump Sum)                  | Lump Sum                |                     | 1                   | \$3,000.00           |
| <b>Subtotal Direct Expenses &amp; Contingency (B)</b> |                         |                     |                     | <b>\$32,500.00</b>   |
| <b>TOTAL PROPOSED FEE (A + B)</b>                     |                         |                     |                     | <b>\$470,528.00</b>  |

# Organizational Chart & Resumes



# RFP #25-050, Tinley Creek Streambank Stabilization, Orland Park, IL



Project Manager  
Terrence Shanklin PE

Resident Engineer  
Felix Rubin



Survey Crew Chief  
Joseph Mack



Landscape Architect  
Alexia Paul, RLA



Traffic/MOT Engineer  
Julian Gnatenco, PE PTOE



Inspector/Documentation  
Syed Atif Hashmy



Inspector  
M. Fazl Rahman



Engineering Support  
Wenmei Englert, PE



Public Involvement/  
Outreach  
Amina Saleem



Grant/Compliance QA  
Lauren Hunt, RSP



# Terrence Shanklin, PE

## Director of Construction and Engineering



Terrence is a seasoned Project Manager and Professional Engineer with over 17 years of experience managing complex construction transportation and infrastructure projects across the public and private sectors. His expertise spans construction management, structural inspection, and multidisciplinary project coordination for agencies including Illinois Department of Transportation (IDOT), Illinois State Toll Highway Authority (ISTHA), Chicago Department of Transportation (CDOT), Chicago Housing Authority (CHA), and ComEd. Terrence has successfully led major bridge, roadway, lighting, and electrical system improvements, delivering projects such as the Chicago Skyway Bridge Program, IDOT's I-80 Bridge Replacement, and the Pace North Division Electrification Project. With advanced knowledge of structural, mechanical, and electrical systems, he is known for his comprehensive approach to project delivery, technical precision, and commitment to quality and safety.

### EDUCATION

**Bachelor of Science: Applied Physics, Illinois Institute of Technology (2014)**

**Bachelor of Science: Civil Engineering, Arizona State University (2006)**

**Associates of Science, Moraine Valley Community College (2001)**

### CERTIFICATIONS

**Professional Engineer: Illinois #062-063060**

**Federal Highway Administration National Highway Institute - Bridge Inspector**

**OSHA 30-hour Training**

**IDOT Certification: Documentation of Contract Quantities**

### Experience

#### **Pace: Progressive Design-Build for North Division Phase II Electrification Project; Waukegan, IL**

**Lead Inspector**

InNova Consulting Inc. was tasked with providing crucial support during the construction phase of the Progressive Design-Build for Pace North Division Phase 2 Electrification Project. As a subconsultant to CDM Smith Inc., who served as the Designer, InNova's role was to ensure the structural integrity of the electrification modifications at the Pace North Division Bus Maintenance and Storage Facility. This involved validating the 30% design and developing the 60% design, which included detailed structural plans and calculations. InNova also conducted site forensic structural inspections to inform the design approach and verify the design concept. Their participation in CDM Smith's QA/QC procedures, including the Technical Review Committee (TRC) Review Process at both the 30% and 60% milestones, underscored their commitment to delivering quality throughout the design and construction support phases. Furthermore, InNova coordinated with ComEd and the City of Waukegan Building Department for design and permit application development activities related to electrical and building permits, ensuring compliance and a smooth progression of construction.

#### **IDOT Region One/ District One: I-80 at Briggs Street, Phase III Project; Will County, IL**

**Liaison Engineer and Project Manager**

**Liaison Engineer and Project Manager for IDOT Bridge Replacement and Bridge widening Project.**

#### **Metropolitan Water Reclamation District of Greater Chicago (MWRD): Elemental Inspection of 8 Fracture Critical Bridges; Illinois**

**Project Manager**

**Project Manager for 6 bridges crossing the North Shore Channel, which included: Sheridan Rd., Touhy Ave., Main St., Church St., Linden Ave., and Maple Ave. The 2 remaining bridge crosses the Des Plaines River at Powerhouse Rd. and Wolf Rd. A report with documentation**

# Terrence Shanklin, PE

## Director of Construction and Engineering

photos was provided for each location.

### AWARDS

Tollway Project Manager

Evaluation: 4.5/5.0

2023 Perfect Audit/Review

2023 American Council of  
Engineering Companies  
(ACEC) Award

2017 Innovation Award

***The Illinois Tollway: Construction Management Services Upon Request; Illinois Project Manager; Project Value: \$30 million***

#### **Selected Illinois Tollway Projects Include:**

- IL Tollway Contract I-18-4390 O'Hare Oasis Bridge: Demolition & Grading, Tri-State Tollway (I-294), M.P. 37.8 to 37.9, Bridge No. BN 394-0, Cook County: Removal of the building on the structure over the tollway, the buildings adjacent to the bridge, the structure over I-294, grading and drainage adjacent to I-294, MOT on I-294, Oasis Parking lot Modifications, coordination with local municipalities and monitoring of environmental remediation.
- Crossroad Bridge Rehabilitation, Tri-State Tollway (I-294) [Contract No. RR-18-4387]
- Interim Bridge Rehabilitation, Tri-State Tollway (I-294) [Contract No. I-17-4344]
- Building removal Systemwide, Willow Springs, Hodgkins, and Countryside, Cook County [Contract No. I-18-4369]
- Fiber Optic Removal – West I-90, Elgin Plaza 9 to IL-53 [Contract No. I-17-4322]
- Fiber Optic Removal, East I-90, IL-53 to Kennedy Expressway [Contract No. I-17-4327]
- Eastbound Right of Way Fence and Gate Replacement, I-90, Elgin Plaza 9 to Kennedy Expressway [Contract No. I-17-4319]
- Clean and Televise Drainage System, Tri-State Tollway (I-294) from North of Roberts Road to Balmoral Avenue [Contract No. RR-18-4376]
- I-90 Grading and Landscaping Improvements, IL 31 to Kennedy Expressway [Contract No. I-17-4290]

***CDB/Cook County Health: Elevator Replacement at the Cook County Health Laboratory; Chicago, Illinois***

*Project Manager; Project Value: \$3 million*

Terrence's responsibilities included: assessment, improvements, and/or replacement of 3 elevators at Cook County Health Laboratory.

***Cook County Health: Stroger & Provident Hospital Elevator Assessment; Chicago, Illinois***

*Project Manager*

Terrence led the assessment and improvement of 31 elevators at Stroger Hospital and 8 elevators at Provident Hospital.

***IDOT: U.S. 14 at WC RR and UP RR (Pump Station 8); Des Plaines, Illinois***

*Project Manager; Project Cost: \$7 million*

Project Manager for construction management services for the construction of a new pump station and demolition of the existing pump station. The project involves deep foundation excavation, driving piles, installation of pump piping and equipment, and erection of a masonry housing structure.

# Felix Rubin III

## Construction Manager



Felix is a Construction Manager with more than two decades of experience in construction management and civil engineering. He has overseen major infrastructure projects across Illinois, including bridge replacements, tollway improvements, and airport fuel system upgrades. Felix is highly skilled in managing multidisciplinary teams, ensuring compliance with IDOT, ISTHA, CDOT, and FAA standards, and utilizing advanced project management tools to deliver projects efficiently. His portfolio includes leadership on complex roadway, bridge, drainage, and ITS projects, where he has consistently ensured quality, safety, and on-time delivery. Known for his strong leadership, technical expertise, and collaborative approach, Felix brings proven success in guiding high-profile infrastructure projects from design through construction and closeout.

### EDUCATION

**Certificate: Construction Management, Illinois Institute of Technology (1993)**  
**Bachelor of Science: Civil Engineering, Mapua Institute of Technology, Philippines (1983)**

### CERTIFICATIONS

**IDOT Certification of Construction Documentation #23-16147**  
**IDOT Piling Certification #1313699**  
**STTP Soil Inspection #2451170**  
**IDOT / CMMS Certification**

### TRAININGS

**IDOT QA/QC Training for Asphalt Level 1, PCC Concrete Level 1**  
**Erosion and Sediment Control Workshop Modules I & III**  
**CTA Project Net for Construction Managers Course**  
**CTA Rail Safety Training**  
**ISTA RE Construction Training Course**

### Experience

#### ***Illinois Department of Transportation (IDOT) Region One/ District One; I-80 at Briggs Street, Phase III Project; Will County, IL***

**Resident Engineer; Project Value: \$30 million**

Felix was the Resident Engineer responsible for overseeing the replacement and widening of the bridge carrying Briggs Street over I-80. His duties include managing vertical clearance improvements, replacing, and widening the Briggs Street pavement approaching the bridge over I-80, resurfacing existing pavement to tie into the existing road, improving drainage, installing signage, roadway lighting, traffic signal interconnect infrastructure, and any other necessary work to complete the improvement.

#### ***Illinois Tollway: Contract RR-23-4886 Systemwide, CCTV Camera and Ramp Queue Detection Installation; James Addam ISTHA***

**Resident Engineer; Project Value: \$12.4 million**

Felix was the Resident Engineer representing Illinois Tollway, the improvement starts with the Tollway ITS (Intelligent Traffic System) The purpose of this document is to serve as a tool for Illinois Tollway Design Section Engineer (DSE) and Construction Manager (CM) to develop Intelligent Transportation System (ITS) solutions that lead to design and implementation of successful ITS projects. The design portion of the deployment process is the focus of this guide. However, consideration is given to all stages of development and implementation due to the nature of Systems Engineering, which includes an iterative process with continuous validation/verification. This document is intended to present the Illinois Tollway preferences for the selection of appropriate ITS elements to be added to the existing Illinois Tollway ITS system. In concert with other Illinois Tollway manuals, this document will provide guidance to the DSE and CM about the ITS design and construction process, considerations that should be made during that process, and identify additional resources when further guidance is required. The Engineer or firm of engineers and their duly authorized employees, agents and representatives engaged by the Illinois Tollway to observe The Work to determine whether it is being performed and constructed in compliance with the Contract for Construction. Responsible for project supervision with development and organizational construction documents and personnel. Duties included supervision of technical assistance to field engineers, clients and CCM owner representatives, and nonscheduled indicating and reviewing all change orders/value engineering with contractors and sub-contractors to resolve any deficiencies that must be

# Felix Rubin III

## Construction Manager

**ISTHA Erosion Control and Sediment Protection**

**IDOT /S33/Soil Field Testing and Inspection**

**ISTHA E-Builder**

**ISTHA Construction Management Workshop**

**OSHA 30-Hr**

**CN FRA214 / Railroad Workplace Safety On-Track Safety**

implemented to meet project schedules and preparing closeout documents to meet requirements of the project.

### ***METRA Railway: Metra Bridge (AO) Repairs/ Task Order No. 9; Illinois***

*Resident Engineer; Project Value: \$4.8 million*

Felix was a Resident Engineer, his role involved project administration for the Capital Construction project. Responsible in site evaluation and construction management to bridge repair on Bridge AO over Western Avenue on Metra's Milwaukee District in Chicago, IL. His duties included contract administration, construction inspection, material QA coordination, project documentation conducting progress meetings, reviewing submittals and RFIs, preparing pay estimates for Extra Work Orders/Change Orders, and documenting project closeouts. The proposed improvements to Bridge AO over Western Avenue on Metra's Milwaukee District in Chicago, IL, include replacing cross girders, piers, and structural steel.

### ***Cook County IL: Pavement Preservation Project; Cook County, IL***

*Resident Engineer; Project Value: \$6 million*

Felix was responsible for managing the maintenance of local roads in Cook County. This included overseeing resurfacing and crack-sealing projects at various locations. Duties involved providing technical support to construction engineers, coordinating weekly meetings with the Illinois Tollway and contractors. Review and manage change orders, extra work orders and value engineering to ensure compliance and project schedules. Oversee closeout process & punch listings.

### ***Illinois Department of Transportation: Construction Manager for Mentor-Protégé; Cook County, IL***

*Project Manager*

The Protege firm's goals because of this agreement include gaining a thorough understanding of IDOT's policies and procedures to manage and execute Phase III work, increasing the capacity to perform construction engineering services work, enhancing professional relationships with IDOT and other consulting engineers, and becoming or remaining a self-sufficient, competitive, and profitable business.

### ***IDOT District 1: Various Various; Will County, IL***

*Resident Engineer / Construction Manager; Project cost \$12.0 million*

Felix was the Resident Engineer / Construction Manager for Various Phase III Pavement & Bridge Preservation Inspection in South Cook and Will County, Region One/District One. The contact details are as follows: Contract 62LI 7 - Route: IL 394; Section: 2020-0145-RS; County: Cook; Contract 62M02 - Route: IL 1 & IL 394; Project NHPP-V53D (525); Section: 2020-0124-RS; County: Will; Contract 62M29 - IL RT 394@ CN & NS RR - BRIDGE DECK OVERLAY Managing project supervision, assisting IDOT District 1 in developing and organizing construction documents, providing technical assistance, coordinating weekly progress site meetings with IDOT and Contractors, review change orders and value engineering with contractors, and organize close-out documents to meet IDOT standards and specifications.

# Wenmei L. Englert, PE

## Project Civil Engineer



Wenmei is a results-driven civil engineer with over a decade of experience spanning transportation design, site development, construction support, research, and teaching. She has worked across both public and private sectors, contributing to roadway and intersection improvements, ADA-compliant design, utility coordination, drainage and erosion control, and comprehensive site development from concept through permitting. Wenmei brings strong expertise in QA/QC, technical documentation, and multidisciplinary coordination, complemented by advanced skills in traffic analysis review, 3D utility modeling, and stormwater management. Known for her adaptability, analytical rigor, and commitment to high-quality engineering solutions, she combines practical design experience with a strong academic and research foundation.

### EDUCATION

Master of Science: Civil Engineering, *University of Hawaii at Manoa* (2014)

Bachelor of Science: Mathematics, *University of Hawaii at Manoa* (2011)

Bachelor: Architecture, *Henan University of Urban Construction, China* (2002)

### LICENSES

Professional Engineer:

- Illinois #062-078194
- Michigan #6201315096
- Texas #158343
- Wisconsin #102503-6

### CERTIFICATION

IDOT Documentation of Contract Quantities #24-22140

### Selected Projects

#### ***Illinois Department of Transportation Region Two/District Two: I-74 & US 6 Diverging Diamond Interchange (DDI), Phase II Engineering Services; Rock Island County, IL (2025)***

**IMEG Consultants Corp: Transportation Project Engineer**

The ongoing project involves the preparation of contract plans, specifications and cost estimates, and all associated work for roadway reconstruction/major rehabilitation of I-74, extending from approximately 0.9 miles S of 23rd Ave to Rock River Bridge in Moline. The scope of work includes reconstruction and widening, proposed curb and gutter, ADA design/improvements, traffic signals and lighting, bicycle and pedestrian accommodations per Complete Streets Policy, culvert replacement, hydraulic/drainage re-analysis and design, proposed ROW documents, and structure plans for multiple bridges. Coordination with the Federal Aviation Administration (FAA) is also a component of this project.

Key responsibilities included:

- FAA Coordination: completed FAA Form 7460-1, prepared technical exhibit, and conducted Obstruction Evaluation/Airport Airspace Analysis (OE/AAA) to facilitate timely project approvals and on-schedule delivery
- Landscape Design: Developed landscape plans and detailed schedule
- QA/QC Review: Evaluated Pavement Marking plans, signing plans to ensure full compliance with IDOT standards and MUTCD requirements.

#### ***Illinois Department of Transportation Region Two/District Two: Intersection Improvement at West Lincolnway & McCue Road / Emerson Road West of Sterling Phase I Engineering Services; Whiteside County, IL (2025)***

**IMEG Consultants Corp: Transportation Project Engineer**

- Prepared Preliminary Environmental Site Assessment (PESA) response to address regulatory requirements
- Developed comprehensive Preliminary Development Report (PDR)
- Conducted QA/QC review of Traffic Management Analysis to ensure full compliance with IDOT standards and project deliverables

# Wenmei L. Englert, PE

## Project Civil Engineer

### ***Illinois Department of Transportation Region One/District One: Eastbound I-190 from Bessie Coleman Drive to I-90, Phase II Engineering Services; Cook County, IL (2023-2025)***

#### **Transland Engineering Group: Transportation Engineer**

The ongoing project consists of preparing contract plans, structure plans, specifications, cost estimates, and all related work for the improvement of the Eastbound Interstate 190 (I-190) from Bessie Coleman Drive to I-90. The scope of work includes roadway widening and reconstruction, construction of new flyover ramps, bridge removal and replacements, and ramp reconfigurations. Key responsibilities:

- Performed barrier warrant analysis cost impacts
- Developed 3D utility modeling (SUE) to support conflict identification and design coordination.
- Prepared typical sections and annotated roadway plans to reflect design details and construction requirements.
- Designed ADA-compliant sidewalk ramps, ensuring accessibility and
- compliance with Federal and IDOT standards

### ***Illinois Department of Transportation: IL Route 31 from IL Route 120 (Belvidere Road) to north of IL Route 176 (Terra Cotta Avenue) & Drainage Ditch south of US Route 12; McHenry County, IL (2023-2025)***

#### **Transland Engineering Group: Transportation Engineer**

The ongoing project involved preparing plans, specifications, and cost estimates for the reconstruction and widening of IL Route 31. The scope includes roadway profile modifications, replacement of existing box culverts, modernization and replacement of traffic signals, installation of sidewalk and a shared-use path, roadway lighting, and geotechnical engineering. Key responsibilities:

- Prepared erosion and sediment control plans to ensure compliance with environmental requirements
- Developed temporary drainage
- Calculated quantities and prepared detailed schedule

# Julian Gnatenco, PE, PTOE

## Executive Vice President / Traffic Lead



With three decades dedicated to civil and transportation engineering, Julian's expertise is a cornerstone of our team. His involvement in all facets of traffic engineering is extensive, marked by key roles in numerous Phase I and Phase II transportation projects for prominent agencies such as the Illinois Department of Transportation (IDOT), Chicago Department of Transportation (CDOT), Illinois Tollway, Indiana Department of Transportation (INDOT), Cook County, Kane County, and numerous local municipalities. Julian's deep knowledge encompasses major traffic studies, sophisticated traffic and travel demand modeling, optimizing traffic signal and arterial operations, in-depth safety studies, precise traffic signal design, and effective project management. His commitment to delivering efficient and safe transportation solutions ensures exceptional results for our clients.

### EDUCATION

Master of Science: Civil Engineering, *Cheorghe Asachi Technical University* (1993)

### LICENSES

Professional Engineer:

- Illinois #062-061655 (Expires: 2025)
- Indiana #PE11600144 (Expires: 2026)

### Experience

#### ***IDOT District 1: IL 43 (Harlem Avenue) from 46th Street to South of 53rd Street; Cook County, IL (2019)***

##### ***Quigg Engineering Inc.: Traffic Manager***

Project Scope: Phase I engineering services were required for all work associated with the preparation of preliminary engineering and environmental studies (anticipated to be processed as a Categorical Exclusion) to improve IL 43 (Harlem Avenue) from 46th Street to south of 53rd Street. The Consultant's work included complete bridge inspections and preparation of Bridge Condition Reports for several bridges, data collection, preparation of base maps and mosaics, ground survey, crash analysis, traffic studies including interchange design studies, geometric studies, traffic management plan, drainage studies, cost estimates, public involvement, and all other necessary work completing Phase I. Provided:

- Collection, Compilation, Review and Evaluation of Data Base – Reviewed Traffic Data, ADTs, determined peak hours, prepared correspondence & exhibits to CMAP to acquire No Build, Construction year and projected ADT.
- Balanced existing DHVs for the AM and PM hours, determined turning percentages per DHV, per intersection, determined truck percentages (SU and MU) per DHV, per movement, calculated projected Design Hourly Volumes [AM and PM], created exhibits to show ADTs, PHVs and DHVs .
- Alternate Geometric Studies: Evaluated existing and No-Build Alternate for AM and PM peak using Synchro, and modelled the corridor from Archer Avenue to 46th/47th Street. Evaluated 3 proposed alternatives for AM and PM.
- Intersection Design Studies- Prepared for two intersections.
- Bridge Inspections and Bridge Condition Reports (BCR): Prepared an abbreviated bridge condition report for SB Harlem over RR (016-0317), in Cook County.

#### ***Chicago Department of Aviation (CDA): O'Hare Airport - Comprehensive Roadway Traffic Study; Chicago, IL (2018)***

##### ***AES Engineering: Project Manager***

As part of Ricondo's team, conducted a comprehensive roadway traffic related data survey at Terminals 1, 2, 3 and 5 at O'Hare Airport in Chicago, IL. The data collection included collecting traffic volumes and classification for 72 hours at over 20 locations within the airport and surrounding area, vehicle classification surveys in 15 different categories to determine the number and type of vehicles by mode entering each level of the airport terminal roadways, and peak hour vehicle dwell times from a sampling of all vehicle modes picking up and/or dropping off passengers along the curbside roadways.

# Julian Gnatenco, PE, PTOE

## Executive Vice President / Traffic Lead

### ***IDOT District 1: Central Road from US 45 to Glenwood Lane; Village of Glenview, IL (2018)***

**AES Engineering: Project Traffic Engineer**

Scope of services included: Bridge Inspections and Bridge Condition Reports (BCR); Topographic Survey and Base; Traffic Data Collection; Crash Analysis; and Traffic Maintenance Analysis.

### ***Chicago Department of Transportation: Fulton Market Curbside Use Study; Chicago, IL (2017)***

**AES Engineering: Project Manager**

As part of the project oversight team on behalf of Chicago Department of Transportation, provided input in the capacity analysis, crash analysis, truck routing and loading analysis, transit evaluation, evaluation of infrastructure deficiencies, and cost estimates to address system-wide needs.

### ***Rosemont Transit Station Development Study Phase 2 (Supplement); Cook County, IL (2016)***

**AES Engineering: Project Manager**

Performed capacity analysis for the Year 2040 No Build scenario without the Transit Center Redevelopment traffic included. The results were used to compare the two Year 2040 scenarios, with and without the Transit Center, with the purpose of identifying what improvements were needed due to the Transit Center, in addition to other improvements generated by the background increase and other proposed developments in the Village of Rosemont. The Technical Memorandum was updated accordingly by including a new chapter describing the findings of the analysis and new exhibits.

### ***Rosemont Transit Station Development Study; Cook County, IL (2015)***

**AES Engineering: Project Manager**

Provided counts of vehicle, pedestrian, and bicycle traffic at all eleven signalized intersections within the study limits at morning and evening rush, and for one three-hour period during a special event. Also conducted field review of site attributes. During the traffic counts, field technicians surveyed the vehicles to classify various ridesharing, taxi, and transit services. Synchro was used to analyze capacity and illustrate existing and future conditions. A report outlining analysis and results was submitted.

### ***IDOT District 1: Dempster Street Traffic Signals; Evanston, IL (2011)***

**RWA Engineering: Project Manager**

Dempster Street is an unmarked State route that spans the entire City of Evanston. The project included modernization and interconnection of four traffic signals at the intersections of Dempster Street with Fowler, Hartrey, and Dodge Avenues, and Evanston Plaza. The modernization included new mast arms, poles, signal equipment, loop detectors and fiber optic cables. New cabinets were able to accommodate Transit Signal Priority programming for PACE buses. Included new countdown pedestrian signals along with passive pedestrian microwave detection.

### ***Chicago Department of Transportation (CDOT): for City of Chicago - Bus Rapid Transit (BRT); Chicago, IL (2010)***

**RWA Engineering: Project Manager**

As part of AECOM team for this project, conducted turning movement manual counts at 48 locations in Chicago downtown area along proposed Bus Rapid Transit Routes. The data collected was classified in passenger cars, taxis, buses, single unit trucks, multiple unit trucks, pedestrians and bicycles. The project was on a fast pace with the data collection process on the critical path and all the field work was completed promptly. The field data was summarized in a spreadsheet type report that identified the peak hour, peak hour factor, total traffic hourly volumes, hourly volumes per type of vehicle and the percentage of each vehicle type at each location

# Alexia Paul, RLA, LEED AP

## Landscape Architect / Urban Designer



Alexia is an accomplished Landscape Architect and Urban Designer with extensive experience shaping transformative public spaces and infrastructure projects. Her portfolio spans transportation corridors, lakefront trails, historic parks, green roofs, and community open spaces, with notable contributions to Chicago's Millennium Park, the 606 (Bloomingdale Trail), and South Lake Shore Drive reconstruction. Alexia is skilled in leading multidisciplinary teams, guiding public processes, and integrating sustainable and context-sensitive design solutions. Licensed in Illinois and Florida, she brings a passion for creating landscapes that balance ecological stewardship, community needs, and long-term resilience.

### EDUCATION

**Bachelor of Landscape Architecture, Michigan State University (1989)**

### LICENSES

**Registered Landscape Architect:**

- Florida #LA6667622, 20232000 (Expires: 2025)
- Illinois #157001038, 20232022 (Expires: 2027)

### CERTIFICATION

**LEED AP, 2008**

### PROFESSIONAL DEVELOPMENT

**American Society of Landscape Architects**

**Council of Landscape Architectural Registration Boards (CLARB)**

**Midwest Ecological Landscape Association**

### Experience

#### **Chicago Department of Transportation: Parking Asset Study; Chicago, IL**

*Deputy Project Manager*

The study focused on the West Loop neighborhood (Halsted to Ashland Avenues, I-290 to Randolph Street) and included a comprehensive field inventory and analysis of parking assets, public process and proposed alternative strategies for community consideration, and preferred strategies for City implementation.

#### **Chicago Botanic Garden (CBG): Children's Learning Center Campus Entryway; Glencoe, IL**

*Senior Landscape Architect*

Alexia created Construction Documents while a Landscape Architect for the Landscape Planting Design for a new entry to the Children's Learning Center Campus. She produced landscape planting design and coordinated with CBG leadership.

#### **Village of Orland Park (IDOT funding - Illinois Tomorrow Corridor Planning Grant): 159th Street Corridor Design Guidelines; Orland Park, IL, on behalf of six communities**

*Senior Urban Designer*

*APA-IL award, 2009*

Alexia led the urban design effort including Design Guidelines Document developed via participatory planning process. The resulting report included long-term transportation, urban design, and economic development strategies for the 18-mile suburban corridor.

#### **Chicago Department of Transportation (CDOT): South Lakeshore Drive (US 41) Reconstruction, PH2&PH3; Chicago, IL**

**Terry Gruen Design Associates, Inc** : *Senior Landscape Architect and Senior Project Manager*

Alexia was the Senior Project Manager for the landscape architect portions of the project.

This included: Landscape Architectural Design, Design & Construction Documents, Public Review, Construction Review for 1.5-mile roadway reconstruction and five new underpasses. Improvements include five underpass landscapes and replanting within the 600-acre Historic Jackson Park. Extensive coordination with Chicago Park District and public process. Project included 3-acre US EPA Conservation and Native Landscaping Award – winning 63rd Street Beach.

# Alexia Paul, RLA, LEED AP

## Landscape Architect / Urban Designer

**Chicago Department of Transportation (CDOT): South Lakeshore Drive (US 41) Reconstruction, PH2&PH3; Chicago, IL**

**Terry Guen Design Associates, Inc : Project Manager**

Alexia was the Project Manager for design and document phase of project, managed all document production, coordination with client and team. Landscape Architectural Design, Design & Construction Documents, Public Review, Construction Review for 1.5-mile roadway reconstruction and five new underpasses. Improvements include five underpass landscapes and replanting within 600 acre Historic Jackson Park. The project required extensive coordination with Chicago Park District.

**Chicago Department of Transportation (CDOT) and Chicago Public Building Commission: Chicago's Lakefront Millennium Park; Chicago, IL**

**Terry Guen Design Associates, Inc : Senior Project Manager**

Alexia was the Project Manager for the Landscape Architecture of Record. The first phase of build-out was begun during the design contract for the second phase build-out; conceptual design was done under the earlier PBC contract. In her role as Project Manager, Alexia was directly involved in all aspects of the work: Landscape Architecture Design Development, Landscape Construction Documentation, coordination of landscape design with multiple disciplines for this project constructed entirely on structure; pre-grown plant contract coordination Installation Review. The project is a 26-acre site on structure (above commuter rail station and multiple underground parking structures, and theater building, and amphitheater). Design includes intensive and extensive green roof plantings and sand-based sod in Gehry pavilion area lawn. Alexia also coordinated the document production work of multiple landscape architecture firms on the team.

**Chicago Department of Transportation: The 606 (Bloomingdale Trail); Chicago, IL**

**Jacobs/Ryan Associates: Senior Landscape Architect**

Alexia was a Project Landscape Architect for Construction Oversight of plantings of this urban rail-to-elevated park project. Her responsibilities included Installation Oversight, interpretation of design construction documents, recording field conditions and related construction administration. She was responsible for onsite native planting design/layout for the herbaceous (perennial/grasses/sedges) plantings. The 2.7-mile elevated park and multi-use trail, includes approaches and connected ground-level parks, and extensive retaining walls and landforms. Project includes 37 bridges, 1400+ trees, and over 200 plant species.

**Chicago Department of Transportation (CDOT): Lakefront Trail / Navy Pier Flyover Improvement, Professional Design Engineering Services Phase II Final Design Services; Chicago, IL**

**HNTB: Senior Urban Design / Landscape Architect**

Alexia was the Urban Design/Landscape Architecture task leader on this bridge project along Chicago's lakefront. Alexia led the urban design team, designing plantings and hardscapes, producing Contract Documents, and participating in Public Process and agency review and coordination support. The Flyover project is a multi-use path supported on structure approximately 1700 feet in length extending from the north bank of the Chicago River, north to Jane Addams Park, and includes a ramp serving Navy Pier along the north side of Ogden Slip. Alexia's work included approval for the integration of the path's stormwater treatment as landscape amenity.

**Chicago Department of Transportation (CDOT): Foster Avenue Streetscape (Albany to Kimball) Professional Design Engineering Services Streetscape, Riverwalk, and Urban Design; Chicago, IL**

**HNTB: Design Lead and Project Manager**

Alexia was the Urban Design lead and Project Manager responsible for managing the project's multi-disciplinary team. Her responsibilities included designs and public process establishing neighborhood identity vocabulary, Streetscape Design and Construction Documents. Improvements included sustainable elements supporting tree root growth. Streetscape included street tree root tunnels, requiring structural engineering. Alexia's team for this project included in-house landscape, civil and structural engineers, subconsultant civil engineers, signage/furnishings fabrication design consultant, and surveyor.

# Joseph Mack

## Surveyor



Joseph is an experienced Survey Crew Chief with more than two decades of expertise supporting transportation and infrastructure construction throughout Illinois. He specializes in survey quality assurance, construction layout verification, earthwork documentation, and bridge and roadway layout using advanced Trimble systems and MicroStation. Joseph is skilled in leading field crews, coordinating with resident engineers and contractors, and ensuring accurate, efficient, and compliant survey operations. Known for his technical precision and strong field leadership, he brings a dependable, solutions-oriented approach to complex construction environments.

### EDUCATION

Associate in Engineering Sciences: Construction and Engineering Studies, *Moraine Valley Community College* (1992)

### CERTIFICATION

Railroad Safety Training  
Architects

OSHA 10-hour Construction  
Safety and Health

### Experience

#### ***Illinois Department of Transportation (IDOT): PTB 211-06 47<sup>th</sup> Street and East Avenue; Cook County, IL***

##### *Survey Crew Chief*

Joseph was the Survey Crew Chief responsible for Phase III construction engineering services. This improvement project consists of a new 3,000' Box Culvert and drainage structures to correct the drainage issues previously in the area. Project improvements include reconstruction of 47th Street, new traffic signals, ADA ramps upgraded railroad crossing and lighting. Responsibilities include verifying contractor layout, as-builts of Box Culvert and drainage structures, subgrade depth check and finish grade of HMA. Assist with final earthwork quantities.

#### ***IDOT: PTB 203-14 IL132 from Cleveland Ave. to Central Ave; Illinois***

##### *Survey Crew Chief*

Joseph was the Survey Crew Chief responsible for Phase III construction engineering services. Responsible for the quality assurance of the new 920' Dry Land bridge that is set on 40 concrete bent locations with driven piles in each bent. This project included new storm sewer, street lighting, curb and gutter and new PCC pavement with HMA overlay. Responsibilities include checking form grades, confirmation of depth checks for the 16" thickness of concrete for the bridge and any special request by Resident Engineer.

#### ***Illinois Tollway: PSB 19-3 / I-20-4533 I-294 Roadway and Bridge Widening Reconstruction (MP 32.3 to MP 33.6); Illinois***

##### *Survey Crew Chief*

Joseph was responsible for survey quality assurance and assignments by Resident Engineer. Verify Subgrade, Top of Capping, WMA and PCC pavement where proper yields are achieved. Removal of the existing two bridges over Union Pacific and Metra tracks with two new bridges to accommodate the widening of I-294 northbound and southbound. The project consists of new PCC pavement, MSE walls, drainage, barrier walls, noise walls, lighting, cantilever signs, and ITS systems. Survey existing conditions and as-builts for earthwork quantities.

**Joseph Mack**  
**Surveyor**

**IDOT: PTB 213-010 and PTB 204-09 I-90 from I-94 to Hubbard; Illinois**

*Survey Crew Chief*

This improvement project consists of work on the inbound, outbound, and reversible lanes. Responsible for calculating the area of 35 bridges with latex concrete overlay using Trimble Business Center. Joseph was responsible for verifying contractor layout for the new 16 overhead sign locations with drilled caissons. Survey beam locations under the structure to determine if staging changes needed to be made to accommodate the new diaphragms.

**IDOT, District 1: Touhy Avenue Overpass Project; Lincolnwood, IL**

*Project Manager Construction Layout Consultant*

Joseph was the Survey Crew Chief responsible for construction staking of the bridge, columns, MSE Walls and the associated trail improvement. The three span bridge is made of Corten Steel.

**Cook County: La Grange Road Reconstruction 127th to 183r; Cook County, IL**

*Survey Crew Chief*

Quality Assurance survey performed to check contractor construction layout, subgrade, top of capping to ensure proper yields. Cross Section project before construction and perform as built after construction to complete earthwork quantities. Redesign several intersection grading plans to improve a smoother transition and better drainage. Provide traffic signal, light pole foundation elevation and location when information not provided in construction plans. MicroStation used in cutting cross sections for earthwork quantities. Regular coordination with Resident Engineer.

**Illinois High Speed Railway Project: High Speed Rail Chicago to St Louis; Illinois**

*Survey Crew Chief*

Project consisted of 4 different Tiers and 40 plus miles of providing horizontal and vertical survey control. Managed and oversaw 4 full time survey crews. Coordinated for existing utility survey along railroad property. Responsible for weekly progress reports to client. Research of ROW plats and property corners to determine railroad property lines.

**IDOT: I-290 Eisenhower Expressway (Wolf Rd to Army Trail Rd); Chicago, IL**

*Survey Crew Chief*

Project consisted of milling and resurfacing existing HMA pavement and latex concrete overlay on 16 different bridges. Responsible for surveying the full depth patches and partial depth patches on the bridges with square footage and provided a MicroStation drawing of each bridge showing the areas and location of patches. Worked with contractor on the dry run of the Bidwell to ensure correct depth checks so concrete yield would be met on the day of the concrete pour. Responsible for the layout of new approach slabs and PCC connector pavement.

**Lake County, IL: Route 41 & Grand Ave. Reconstruction; Lake County, IL**

*Survey Crew Chief*

Project consisted of replacing the old Route 41 bridge over Grand Ave and rebuilding a new 700' span bridge with new diamond shaped interchange, constructed 8 new retaining walls with H piles and drilled caisson, new traffic signals, lighting, storm sewer and ADA compliant sidewalks. New PCC pavement for the widening of Grand Ave. and exit and entrance ramps. Responsible for QA of the contractor construction layout, checking subgrade to ensure proper yields. Responsible for creating bridge fillet spreadsheet and level work for the fillet grades on the steel girders.

**IDOT: Dan Ryan Reconstruction 71<sup>st</sup> to I-57 and Halsted Street; Chicago, IL**

*Survey Crew Chief*

Project consisted of reconstructing southbound lanes and adding new lanes, 3 miles of new retaining walls, reconstruction of the 76th street bridge, high mast towers, new storm sewer and improvement of the frontage roads. Duties include QA of the contractor construction layout, subgrade checks, as built cross sectioning and as built of the drainage structures.

# Syed Atif Hashmi

## Project Engineer / Inspector



Atif brings over five years of experience in the construction industry within the civil engineering profession. Most recently, he supported an Illinois Department of Transportation (IDOT) project, where he prepared daily inspection reports and conducted detailed documentation and inspections of site dimensions, equipment, and structural integrity. He is proficient in a wide range of industry-standard software, including MicroStation (GEOPAK), STAAD Pro, Procore, AutoCAD, Bluebeam Revu, and Civil 3D, and is highly skilled in web-based project management platforms such as CMMS (IDOT) and e-Builder (Illinois Tollway). A qualified civil engineer with a master's degree in construction management, Atif has a strong interest in the holistic management of construction projects. He is a dependable team player and effective communicator, known for identifying critical issues and developing structured, practical solutions. He consistently seeks challenging opportunities where his technical expertise and project management experience contribute to organizational growth.

### EDUCATION

Master of Science: Civil Engineering, Major: Construction Management, *Western Michigan University* (2019)

Bachelor of Science: Civil Engineering *Osmania University, Hyderabad, India* (2016)

### LICENSE

Construction Manager in Training (CMIT)

### CERTIFICATION

IDOT Documentation of Contract Quantities #23-16288

Occupational Safety and Health Administration (OSHA 30-Construction)

Civil-3D Essentials

### Selected Projects

#### ***Illinois Department of Transportation Region One/District One: Bridge Replacement and Bridge Widening - I-80 at Briggs Street, Phase III; New Lenox, IL***

*Assistant Project Manager*

Contract Number: 62R55

- Assisted the Resident Engineer with project documentation and reporting using CMMS
- Supported bridge replacement and widening activities for Briggs Street over I-80, including vertical clearance improvements
- Assisted with replacement and upgrades to existing drainage systems
- Supported installation and upgrades of roadway signage, lighting, and traffic signal interconnect infrastructure
- Assisted with maintenance of traffic on Briggs Street through phased staging
- Supported all incidental and ancillary work necessary to ensure safe and efficient project delivery

#### ***Wisconsin Department of Transportation (WISDOT): Sanitary Building Sewer Lateral Cleanout Installation; Mequon, WI***

*Field Engineer/ Inspector*

Contract Number: 3566-22-C

- Performed routine inspections of excavation activities and the installation of temporary and permanent sewer lateral cleanouts, with inspections conducted both prior to and following work activities at each property.
- Prepared and submitted comprehensive daily inspector reports documenting construction progress and compliance.
- Oversaw trench backfilling in accordance with the Contract Documents.
- Established and monitored traffic control measures, erosion controls, and the proper handling of sewage and other hazardous materials to maintain site safety and regulatory compliance.
- Verified that all construction procedures adhered to project standards and applicable permits.

**Syed Atif Hashmi**  
**Project Engineer / Inspector**

- Confirmed the locations of proposed cleanouts at each property as indicated in the Contract Documents and ensured that each location received approval from the City of Mequon or an authorized representative prior to excavation.
- Oversaw the replacement of existing 4-inch to 6-inch transition fittings on sanitary building sewer laterals.
- Maintained effective communication and coordination with design team members, homeowners, contractors, and subcontractors, which was critical to ensuring smooth and efficient work operations.

***Illinois Tollway: Bridge Replacement - Tri-state Tollway, Plainfield Road over I-294 and Flagg Creek; Hinsdale, IL***

*Construction Inspector*

Contract Number: RR-20-4555

- Assisted the Resident Engineer with Documentation tasks on e-builder.
- Prepared timely A1 reports for processing contractor payments.
- Conducted field super vision of trained technicians.
- Performed inspections for MOT and submitting weekly PCMS logs. Documentation and Evaluation of construction operations.
- Utilized e-Builder to administer construction documents and contracts.
- Documented and submitted the Daily Activity Reports in e-builder.
- Developed ATP Exhibit-A and supporting calculation/documentation for the project.
- Reviewed contractor material submittals in accordance with specs before approving for payment.
- Ensured quality control activities are performed for all assigned work.
- Communicated effectively with design team members, clients and other sub-contractors.
- Enforced work zone MOT and safety as per OSHA in daily operations.

***Illinois Tollway: Replacement of Noise Abatement Wall & Bridge Rehabilitation - Tri-state Tollway (I-294); Justice, IL***

*Documentation Engineer/Construction Inspector*

Contract Number: I-21-4817 and I-21-4820

- Assisted the Resident Engineer with Documentation tasks on e-builder.
- Conducted field super vision of trained technicians. Translated and implemented project plans and special provisions.
- Documentation and Evaluation of construction operations.
- Utilized web-based project management tool e-Builder to administer construction documents and contracts.
- Documented day-to-day DARs and REDDs in e-builder.
- Developed ATP Exhibit-A and supporting calculation/documentation for the project.
- Reviewed contractor material submittals in accordance with specs before approving for payment.
- Ensured quality control activities are performed for all assigned work.
- Communicated effectively with design team members, clients and other agencies. Enforced work zone MOT and safety as per OSHA in daily operations.

***Illinois Department of Transportation, IDOT: Standard Overlay - ADA Improvements and Culvert Replacement; Crete, IL***

*Documentation Engineer/Construction Inspector*

Contract Number: 62M02

- Assisted the Resident Engineer with Documentation tasks on CMMS.
- Construction inspection and field super vision of trained technicians.
- Translated and implemented project plans and special provisions.
- Evaluated and documented construction operations.

# Mohammed Fazl Ur Rahman

## Construction Engineer



Fazl is a Civil Engineer with over nine years of international experience in transportation, construction, and design projects. He has worked on roadway, bridge, and infrastructure improvements across the United States, UAE, and India, specializing in project supervision, quality assurance, and compliance with industry standards. Currently serving as a Project Engineer, Fazl brings expertise in both design and field inspection for IDOT and municipal projects. Dedicated to both professional excellence and community service, he is actively involved in local volunteer initiatives throughout the community.

### EDUCATION

Master of Science: Civil Engineering, *Bradley University* (2024)

Bachelor of Science: Civil Engineering, *Osmania University, Hyderabad, India* (2016)

### CERTIFICATION

IDOT Documentation of Contract Quantities #24-22353

### Selected Projects

#### ***Illinois Department of Transportation Region One/District One: Job No. V-91-002-24, Various Construction Engineering - Inspectors, Phase III Project; Various Counties, IL***

*Inspector*

- Served as a Resident Engineer on behalf of Village of Morton Grove on proposed roadway improvements, resurfacing project job with IDOT in District 1 Cook County, managing on-site engineering operations, monitor contractor performance, enforce safety protocols, and coordinate with stakeholders to ensure successful project delivery. (IDOT # 61L63)
- Assisted Resident Engineer with project management and documentation of the proposed improvement consisting of Standard Overlay, ADA improvements, traffic signal modernization, shoulder widening, roadway pavement marking. The project is in the cities of Des Plaines and Park Ridge, Cook County. (IDOT # 62G18)
- Assisted Resident Engineer with project management and documentation of the proposed improvement of Bridge Deck Overlay & Bridge Joint Repair of the structure located at Foster Ave over North branch Chicago River in the City of Chicago, Cook County. (IDOT # 62P69)
- Assisted Resident Engineer with project management and documentation of the proposed improvement consisting of traffic signal modernization & ADA Ramps Improvements at the intersection of Touhy Ave and Kostner Ave in the Village of Lincolnwood, Cook County. (IDOT # 62N37)

#### ***Madison County: Village of Pontoon MCCD HMA Overlay Project Reveille Lane; Madison County, IL***

*Inspector*

On-site observation of improvements ensuring smooth progress, coordination, thorough documentation in compliance with IDOT's policies & standard specifications.

# Mohammed Fazl Ur Rahman

## Construction Engineer

### Experience

#### **Juneau Associates, Inc., P.C., Design Engineer; Edwardsville, IL (2024-2025)**

- Assisted Professional Engineers with preliminary plan preparation for roadway projects across Granite City, Greater St. Louis, Madison County and Glen Carbon.
- Involved in the preliminary design preparation for a Nature Trail Extension project in Granite City.
- Assisted in the preliminary design of America's Central Port Truck Staging & Calling Proposal.
- Contributed to the preliminary design of Worthern Park Redevelopment Project & Long Lake Outfall Phase 1.
- Prepared plans, details & specifications, engineer's estimates for bidding.

#### **Bradley University, Graduate Assistant; Peoria, IL (2023-2024)**

- Assigned to carry out grading tasks for undergraduate courses in Mechanics and Dynamics.
- Responsible for evaluating and assessing student assignments and quizzes in these engineering disciplines while ensuring timely and consistent grading.
- Providing constructive feedback to students, and collaborating with the course instructor to improvise academic standards.

#### **Klick Engineering Consultants, Assistant Project Manager; Dubai, UAE (2018-2022)**

- Assisted Project Managers with RFPs, cost estimates, submittals, transmittals, RFIs, change orders, force account, schedules, budgets, close outs, snag list, retention, maintenance, correspondence, quality analysis, site meetings, compliance, supervision in compliance with Dubai Municipality policies & standard specifications.
- Evaluation of review plans, contracts, specifications, cost estimates, and scope of work on assigned projects.
- Contributed to developing project plans including timelines, milestones, WBS, budgets, and risk assessments.

#### **Ansari & Associates, Project Engineer; Hyderabad, India (2016-2017)**

- Assisted Project Manager/Designer with project management, documentation, designing tasks.
- Calculated quantity take-offs, cost estimates, assisted with RFIs, submittals and evaluated change order requests.
- Attended on-site inspections, maintained daily logs, prepared and updated site reports to track the progress.
- Successfully carried out on-site supervision of a 5-storey Residential-cum-Commercial (First+5 Story Penthouse) Building while calculating the quantity of materials required at each stage of the project, preparing daily reports to track the status of the project.

# Lauren Hunt

## Director of Operations



Lauren oversees daily operations, leads project delivery, supports client management, and creates streamline internal processes for InNova's team of engineers and planners. Lauren brings a wealth of experience in transportation planning, consulting, and project management, with a career that spans local, state, and federal levels. Her deep understanding of client needs and her commitment to delivering exemplary results make her an outstanding addition to our leadership team. Throughout her career, Lauren has worked on a diverse range of projects including Safe Routes to School programs, Bus Rapid Transit systems, public transit planning, Road Safety Audits, and crash analysis. Lauren specializes in navigating complex projects and collaborating across disciplines to guide her teams in achieving results.

### EDUCATION

**Master of Public Health:**  
Health Promotion,  
Education, and Behavior,  
*University of South Carolina*  
(2018)

**Bachelor of Science:**  
Kinesiology, Double Minor:  
Psychology and Business  
Administration, *University of Tennessee* (2015)

### CERTIFICATION

Road Safety Professional

### Selected Projects

#### ***Federal Transit Administration (FTA): Census / National Transit Database Maps; Nationwide (2024-2025)***

***Guidehouse: Senior Consultant***

Lauren worked with the Office of Strategic Planning and Analysis within the Office of Budget and Policy (TBP) to support staff by creating and interpreting GIS maps for the FTA Census and National Transit Database (NTD) databases. Through creating visually appealing, easy to read, and accurate maps, Lauren ensured FTA staff were able to use the maps in a variety of ways. This includes public presentations, grant requests, and analysis. The maps Lauren created were used in the presidential transition materials that were provided to brief the 2025 incoming administration change on the United States Department of Transportation. Lauren provided direct support to the GIS team at TBP by assisting with any and all requests relating to GIS data needs.

#### ***Federal Transit Administration (FTA): Risk-Based Inspection (RBI) Program; Nationwide (2023-2025)***

***Guidehouse: Senior Consultant***

Lauren was the Guidehouse stream-lead tasked as the deputy project manager for the RBI Coordinator to ensure 31 State Safety Oversight Agencies (SSOAs) submit and have their RBI Development Plans reviewed and approved before the October 2024 deadline of the Special Directive initiated by the Bi-Partisan Infrastructure Law. Lauren provides direct support through developing key materials (Letters and Memos to high-ranking officials, webinar resources, Standard Operating Procedures, etc.) used by TSO leadership to communicate updates and critical information to SSOAs and FTA Leadership. Lauren also attends monthly meetings with each of the 31 SSOAs as they create their programs to document progress and provide feedback. Lauren solely oversaw 3 consultants for this project and had direct client interaction with high-ranking government officials.

#### ***Arlington County: Arlington County Street GIS Layer Inventory Update; Arlington, VA (2022-2023)***

***Kittelson: Project Manager***

Lauren was the project manager tasked with leading the GIS information update for Arlington County with current data to assist Arlington County in their future project planning efforts. This update was completed in three parts: data coverage, data consistency, and data usability. Collecting, cleaning, and displaying the data were keys to ensure data consistency and accuracy. Lauren solely oversaw 6 analysts and managed \$72,000 in funding. The project included direct client interaction.

# Lauren Hunt

## Director of Operations

### **Maryland Department of Transportation (MDOT) TSO-Office of Rail and Intermodal Freight: In-House Contract; Maryland (2021-2023)**

**Kittelson:** Project Manager

Lauren managed the contract for in-house work with MDOT's The Secretary's Office (MDOT-TSO). Lauren's direct connection with the client (Project Manager for Priority Projects in the Office of Rail and Intermodal Freight) aligned for working on several projects. Select projects include: Baltimore and Potomac Tunnel (B&P Tunnel), Susquehanna River Bridge, and Baltimore-Washington Superconducting Maglev Project (SCMAGLEV), a high-speed magnetic levitation (bullet) train connecting Washington, D.C. and Baltimore Maryland. Additionally, she provided support applying for and managing a number of state and federal grants. She worked frequently with the Federal Railroad Administration (FRA), Amtrak, Maryland Transit Administration (MTA), Maryland Economic Development Corporation (MEDCO), and Baltimore Washington Rapid Rail (BWRR) on ensuring processes were followed to secure and properly allocate grant monies. Lauren is familiar with many federal processes, including National Environmental Policy Act (NEPA), Corrective Action Plan Management, Grants.gov, grant applications, and invoicing / contract management. Lauren solely oversaw 3 analyst and managed \$350,000+ in funding for this project that included direct client interaction.

### **Coppin State University: Campus Master Plan; Baltimore, MD (2022)**

**Kittelson:** Deputy Project Manager

Lauren and the Kittelson team conducted all project management and coordination activities, including stakeholder meetings, budgeting, and progress tracking for multimodal transportation study for Coppin State University. The project conducted a comprehensive review of existing transportation plans and policies, performed a site visit, and authored an Existing Conditions Technical Memorandum. Lauren also collaborated with university staff to analyze parking data, assess demand trends pre- and post-pandemic, and develop recommendations, documented in a Parking Analysis Technical Memorandum. Lauren evaluated multimodal safety for key corridors, including crash data review, signal warrant analysis, and safe crossing alternatives. Lauren was a key producer of materials that ensured review of campus design recommendations to ensure alignment with institutional goals and multimodal access priorities throughout all work conducted on the project.

### **Federal Highway Administration (FHWA): Pedestrian Bicycle Safety Program Strategic Plan; Nationwide (2021)**

**Kittelson:** Author

Lauren and the Kittelson team worked with FHWA's Office of Safety to develop a ten-year strategic plan focused on pedestrian and bicycle safety. Lauren worked as a part of the project team evaluating safety data, investigating prior FHWA efforts, compiling a literature review, and gathering input from city, county, MPO, and state agencies. The strategic plan delivered sequenced action items in the areas of research, guidance, outreach, implementation, and mainstreaming in an effort to focus FHWA resources on developing and disseminating resources that will impact safety outcomes. Lauren was an author of the publicly available plan used by many professionals in the industry as a reference guide.

### **Denton County Transportation Authority (DCTA): Train the Trainer; Denton, TX (2021)**

**Kittelson:** Engagement Specialist

Lauren focused on engagement activities for DCTA, a local transit agency providing service to one of the fastest-growing counties in the United States. As part of DCTA's transition from traditional transit services to a mobility management provider, the team engaged with transit stakeholders to understand existing needs and identify new strategies that may take advantage of Mobility as a Service (MoS) strategies. This project led to Lauren working with the team's Travel Training subconsultant to develop and execute a "Train the Trainer Program" for the social service agencies operating in the DCTA service area. Lauren was a moderator and presenter for two "Train the Trainer" sessions and author on the guidebook.

# Amina Saleem

## Director of Marketing



Amina is a dynamic and results-driven marketing professional whose career spans high-impact digital marketing leadership, strategic political campaign management, and comprehensive brand development across corporate, nonprofit, and public sectors. With a proven ability to elevate engagement, drive ROI, and lead cross-functional teams, she blends data-driven insight with creative execution to deliver measurable outcomes. Her experience ranges from managing large-scale social media and paid marketing programs to orchestrating winning voter outreach strategies for local elections. Known for her analytical precision, innovative content creation, and strong organizational leadership, Amina consistently advances brand visibility, mobilizes audiences, and supports mission-critical initiatives across every role she undertakes.

### EDUCATION

**Bachelor of Science: Business Administration, Northeastern Illinois University (2015)**

### CERTIFICATION

**Google: Foundations in Digital Marketing and E-Commerce**

### Experience

#### **InNova Consulting, Inc., Marketing Manager; Lincolnwood, IL (2025)**

- Develop and execute integrated marketing strategies that strengthen brand positioning, elevate visibility, and support organizational growth goals.
- Manage the organization's digital marketing strategy, including social media, email marketing, website updates, and overall online presence, ensuring cohesive and effective communication.
- Analyze engagement metrics and campaign performance to optimize strategies and ensure continuous improvement across all marketing channels.

#### **Downtown Skokie Merchants Collaborative, Director of Events and Communications; Skokie, IL (2025)**

- Led strategic communications and event programming for a 70+ merchant district, strengthening business engagement, community visibility, and cross-collaboration within Downtown Skokie.
- Developed and managed all digital communications, including newsletters, email campaigns, social media content, website updates, and merchant spotlights, resulting in measurable increases in engagement and merchant participation.
- Planned, marketed, and executed large-scale community events including the Holiday Cookie Walk, Thursday Nights Downtown, and Small Business Saturday initiatives, increasing foot traffic to local businesses by up to 40%.
- Built and maintained strong relationships with merchants, Village leadership, local organizations, and community partners to support district-wide initiatives and collective marketing goals.

#### **Lincolnwood Chamber of Commerce & Industry, Business & Community Engagement Coordinator; Lincolnwood, IL (2025)**

- Lead marketing, communications, and community engagement efforts for the Chamber, supporting 100+ local businesses through digital promotion, resource sharing, and targeted outreach.
- Coordinate Chamber events such as Business After Hours, Lunch & Learns, and community programs, managing logistics, communications, and promotional materials to ensure strong turnout and smooth execution.
- Support membership recruitment and retention efforts by communicating Chamber benefits, spotlighting member achievements, and facilitating introductions between businesses and community partners.

**Amina Saleem**  
**Director of Marketing**

**Mark Collins Niles Township Clerk, *Campaign Chair; Lincolnwood, IL (2025)***

- Executed comprehensive outreach strategies pivotal in winning elections in 2025. Skillfully planned and coordinated efforts to increase voter turnout, targeting swing voters through door-to-door campaigns and strategic rallies.
- Spearheaded “get-out-the-vote” initiatives by organizing and leading canvasses and campaign rallies, engaging targeted groups to foster participation and support for political campaigns.
- Developed and implemented targeted outreach programs, successfully mobilizing key demographics and swing voters through personalized engagement tactics, contributing to increased voter turnout and campaign victories.

**Saleem Media Group, *Digital Marketing Manager; Chicago, IL (2024-2025)***

- Proactively set and execute strategies that maximize ROI across critical seasonal and holiday campaigns. Demonstrate expertise in achieving aggressive sales targets while ensuring cost efficiency.
- Develop actionable insights from financial data and analytics, including A/B testing and historical performance, to guide effective paid social marketing programs. Establish a track record of driving change and impacting the bottom line through meticulous data analysis and strategic adjustments.
- Lead internal social media teams and oversee agency relationships, including contract negotiations. Be instrumental in orchestrating cross-functional efforts to support key initiatives and product launches, ensuring alignment with corporate objectives. Innovate in cooperation with design teams to optimize campaign elements such as landing pages, promotional offers, and social media copy.

**Restore Hyper Wellness, *Digital Marketing Manager; Chicago, IL (2023-2024)***

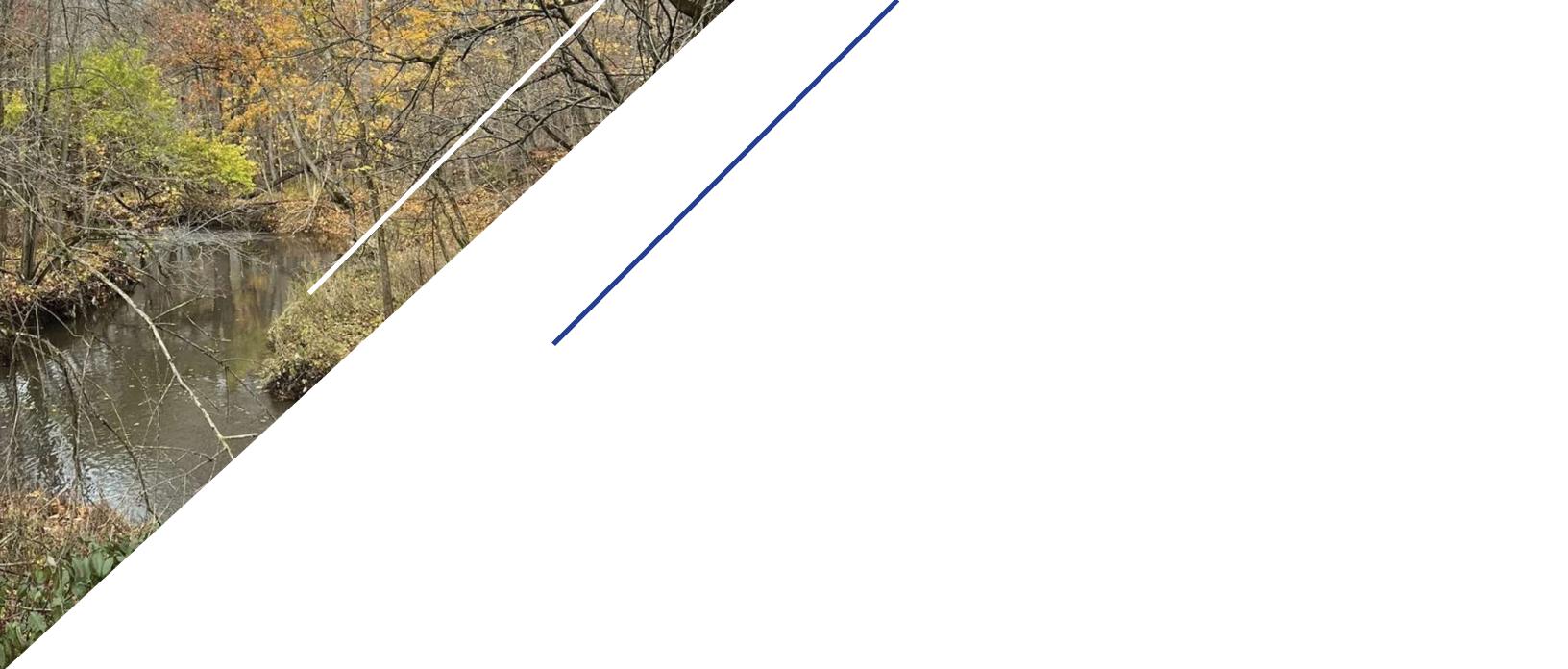
- Manage and coordinate end-to-end social media campaigns, incorporating innovative content creation and strategic planning to boost brand presence and drive engagement.
- Organize TikTok content strategies, craft and produce viral short-form videos that enhance brand recognition and consumer interaction, utilizing creative copy-writing and video editing skills.
- Analyze and optimize the social media presence on platforms including Instagram and TikTok, leverage analytics tools to track performance metrics and adjust strategies for maximized reach and conversion rates.
- Spearhead comprehensive Instagram marketing campaigns, employ strategic content planning and innovative storytelling to significantly increase brand engagement and follower growth.

**Alliance For Lincolnwood, *Campaign Chair; Lincolnwood, IL (2025)***

- Executed comprehensive outreach strategies pivotal in winning elections in 2021 and 2018. Skillfully planned and coordinated efforts to increase voter turnout, targeting swing voters through door-to-door campaigns and strategic rallies.
- Spearheaded “get-out-the-vote” initiatives by organizing and leading canvasses and campaign rallies, engaging targeted groups to foster participation and support for political campaigns.
- Developed and implemented targeted outreach programs, successfully mobilizing key demographics and swing voters through personalized engagement tactics, contributing to increased voter turnout and campaign victories.

**Quigg Engineering, Inc, *Marketing Coordinator; Chicago, IL (2023)***

- Engaged in weekly Business Development & Marketing meetings, setting and adhering to team and individual goals to drive departmental success.
- Developed a deep understanding of the firm’s strengths, capabilities, and personnel, facilitating accurate information gathering for project pursuits.
- Familiarized myself with the firm’s library of marketing resources, guiding team members to relevant materials as needed to enhance project outcomes.



# Required Forms



## PROPOSAL SUMMARY SHEET

RFP #25-050

## Tinley Creek Streambank Stabilization, Construction Engineering

Business Name: InNova Consulting, Inc.

Street Address: 6600 N. Lincoln Ave., Suite 412

City, State, Zip: Lincolnwood, IL 60712

Contact Name: Meraj Samina Saleem

Title: President

Phone: 847-745-9353 Fax:

E-Mail address: ssaleem@innovaconsultinc.com

## Price Proposal

**PROPOSAL TOTAL** \$ 470,528.00

## **AUTHORIZATION & SIGNATURE**

Name of Authorized Signee: Meraj Samina Saleem

Signature of Authorized Signee: 

Title: President  Date: 12/15/2025



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

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The undersigned Meraj Samina Saleem, as President  
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of InNova Consulting, 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.#: 93-1371701  
(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  
(State of Incorporation)

12/15/2025  
(Date of Incorporation)

**2) STATUS OF OWNERSHIP**

Illinois Public Act 102-0265, approved August 2021, requires the Village of Orland Park to collect "Status of Ownership" information. This information is collected for reporting purposes only. Please check the following that applies to the ownership of your business and include any certifications for the categories checked with the proposal. Business ownership categories are as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575/0.01 et seq.

Minority-Owned  Small Business [ ] [\(SBA standards\)](#)  
Women-Owned  Prefer not to disclose [ ]  
Veteran-Owned [ ] Not Applicable [ ]  
Disabled-Owned [ ]

How are you certifying?  Certificates Attached  Self-Certifying [ ]

**STATUS OF OWNERSHIP FOR SUBCONTRACTORS**

This information is collected for reporting purposes only. Please check the following that applies to the ownership of subcontractors.

Minority-Owned [ ] Small Business [ ] [\(SBA standards\)](#)  
Women-Owned [ ] Prefer not to disclose [ ]  
Veteran-Owned [ ] Not Applicable   
Disabled-Owned [ ]

**3) 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.

**4) 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."

**5) 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.

6) **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.

7) **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

Meraj Samina Saleem  
\_\_\_\_\_  
Name of Authorized Officer

President  
\_\_\_\_\_  
Title

12/15/2025  
\_\_\_\_\_  
Date

## REFERENCES

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

**Bidder's Name:** InNova Consulting, Inc.  
(Enter Name of Business Organization)

|                 |  |
|-----------------|--|
| 1. ORGANIZATION | <u>Village of Morton Grove</u>               |
| ADDRESS         | <u>7840 Nagle Avenue, Morton Grove, IL</u>   |
| PHONE NUMBER    | <u>847-470-5235</u>                          |
| CONTACT PERSON  | <u>Chris Tomich</u>                          |
| YEAR OF PROJECT | <u>2025</u>                                  |
| 2. ORGANIZATION | <u>Illinois Department of Transportation</u> |
| ADDRESS         | <u>201 Center Ct, Schaumburg, IL 60196</u>   |
| PHONE NUMBER    | <u>630 816-5940</u>                          |
| CONTACT PERSON  | <u>Glen Pennington, P.E</u>                  |
| YEAR OF PROJECT | <u>2025</u>                                  |
| 3. ORGANIZATION | <u>Illinois Department of Transportation</u> |
| ADDRESS         | <u>201 Center Ct, Schaumburg, IL 60196</u>   |
| PHONE NUMBER    | <u>(847) 705-4000</u>                        |
| CONTACT PERSON  | <u>Issam Rayyan, PE</u>                      |
| YEAR OF PROJECT | <u>Various</u>                               |



# ORLAND PARK

## INSURANCE REQUIREMENTS

Please sign and provide a policy Specimen Certificate of Insurance showing current coverages.

If awarded the contract, all Required Policy Endorsements noted in the left column in **red bold** type **MUST** be provided.

| Standard Insurance Requirements  | Please provide the following coverage if box is checked.   |
|--|--|
| <b>WORKERS' COMPENSATION &amp; EMPLOYER LIABILITY</b><br>Full Statutory Limits - Employers Liability<br>\$500,000 – Each Accident<br>\$500,000 – Each Employee<br>\$500,000 – Policy Limit<br><b>Waiver of Subrogation in favor of the Village of Orland Park</b>  | <b>LIABILITY UMBRELLA</b> (Follow Form Policy)<br><input type="checkbox"/> \$1,000,000 – Each Occurrence<br>\$1,000,000 – Aggregate<br><br><input checked="" type="checkbox"/> \$2,000,000 – Each Occurrence<br>\$2,000,000 – Aggregate<br><br><input type="checkbox"/> Other: _____<br>EXCESS MUST COVER: General Liability, Automobile Liability, Employers' Liability |
| <b>AUTOMOBILE LIABILITY</b> (ISO Form CA 0001)<br>\$1,000,000 – Combined Single Limit Per Occurrence<br>Bodily Injury & Property Damage. Applicable for All Company Vehicles.  | <b>PROFESSIONAL LIABILITY</b><br><input type="checkbox"/> \$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date<br><br><input checked="" type="checkbox"/> \$2,000,000 Limit – Claims Made Form, Indicate Retroactive Date<br><br><input type="checkbox"/> Other: _____<br>Deductible not-to-exceed \$50,000 without prior written approval                    |
| <b>GENERAL LIABILITY</b> (Occurrence basis) (ISO Form CG 0001)<br>\$1,000,000 – Combined Single Limit Per Occurrence<br>Bodily Injury & Property Damage<br>\$2,000,000 – General Aggregate Limit<br>\$1,000,000 – Personal & Advertising Injury<br>\$2,000,000 – Products/Completed Operations Aggregate   | <b>BUILDERS RISK</b><br>Completed Property Full Replacement Cost Limits – Structures under construction  |
| <b>ADDITIONAL INSURED ENDORSEMENTS:</b><br><i>(Not applicable for Goods Only Purchases)</i>  | <b>ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY</b><br>\$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   |
| <ul style="list-style-type: none"><li><b>ISO CG 20 10 or CG 20 26 (or Equivalent)</b><br/>Commercial General Liability Coverage</li><li><b>CG 20 01 Primary &amp; Non-Contributory (or Equivalent)</b> The Village must be named as the Primary Non-Contributory which makes the Village a priority and collects off the policy prior to any other claimants.</li><li><b>Blanket General Liability Waiver of Subrogation - Village of Orland Park</b> A provision that prohibits an insurer from pursuing a third party to recover damages for covered losses.</li></ul> | <b>CYBER LIABILITY</b><br>\$1,000,000 Limit per Data Breach for liability, notification, response, credit monitoring service costs, and software/property damage   |
|  | <b>CG 20 37 ADDITIONAL INSURED</b> – Completed Operations (Provide only if box is checked)   |

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, 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 17th DAY OF December, 2025

  
\_\_\_\_\_  
Signature

Meraj Samina Saleem

Printed Name & Title

Authorized to execute agreements for:

InNova Consulting, Inc.

Name of Company



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/09/2025

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   |  | CONTACT<br>NAME: Karen Costulas                          |                   |
| Relation Insurance Services<br>300 S Wacker Dr. Suite 1250 |  | PHONE<br>(A/C, No. Ext): (630) 980-2123                  | FAX<br>(A/C, No): |
| Chicago IL 60606   |  | E-MAIL: Karen.Costulas@relationinsurance.com<br>ADDRESS: |                   |
|  |  | INSURER(S) AFFORDING COVERAGE                            |                   |
|  |  | INSURER A: Evanston Insurance Company NAIC # 35378       |                   |
| INSURED  |  | INSURER B: Artisan and Truckers Casualty Co 10194        |                   |
| InNova Consulting, Inc.<br>6600 N Lincoln Ave, Ste 412     |  | INSURER C: StarStone National Insurance Company 25496    |                   |
| Lincolnwood IL 60712                                       |  | INSURER D: Kinsale Insurance Co 38920                    |                   |
|  |  | INSURER E:   |                   |
|  |  | INSURER F:   |                   |

COVERAGES CERTIFICATE NUMBER: 25-26 master REVISION NUMBER:

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

| INSR LTR                       | TYPE OF INSURANCE  | ADDL INSD    | SUBR WVD                    | POLICY NUMBER  | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                              |              |  |
|--------------------------------|--|--------------|-----------------------------|----------------|-------------------------|-------------------------|-------------------------------------|--------------|--|
| A                              | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR   |              |                             | 2AA444116      | 12/11/2025              | 12/11/2026              | EACH OCCURRENCE                     | \$ 1,000,000 |  |
|                                | DAMAGE TO RENTED PREMISES (Ea occurrence)  | \$ 100,000   |                             |                |                         |                         |                                     |              |  |
|                                | MED EXP (Any one person)   | \$ 5,000     |                             |                |                         |                         |                                     |              |  |
|                                | PERSONAL & ADV INJURY  | \$ Excluded  |                             |                |                         |                         |                                     |              |  |
|                                | GENERAL AGGREGATE  | \$ 2,000,000 |                             |                |                         |                         |                                     |              |  |
| PRODUCTS - COMP/OP AGG         | \$ Included  |              |                             |                |                         |                         |                                     |              |  |
| OTHER:                         | \$   |              |                             |                |                         |                         |                                     |              |  |
| B                              | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY |              |                             | 990638559      | 12/16/2025              | 12/16/2026              | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |  |
|                                | SCHEDULED AUTOS  | \$           |                             |                |                         |                         |                                     |              |  |
|                                | <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   | \$           |                             |                |                         |                         |                                     |              |  |
|                                | BODILY INJURY (Per person)   | \$           |                             |                |                         |                         |                                     |              |  |
|                                | BODILY INJURY (Per accident)   | \$           |                             |                |                         |                         |                                     |              |  |
| PROPERTY DAMAGE (Per accident) | \$   |              |                             |                |                         |                         |                                     |              |  |
| Non Owned Property             | \$   |              |                             |                |                         |                         |                                     |              |  |
| C                              | <input checked="" type="checkbox"/> UMBRELLA LIAB<br><br><input checked="" type="checkbox"/> EXCESS LIAB   |              |                             | ESC00539230P01 | 12/16/2025              | 12/11/2026              | EACH OCCURRENCE                     | \$ 5,000,000 |  |
|                                | <input checked="" type="checkbox"/> OCCUR  | \$           |                             |                |                         |                         |                                     |              |  |
|                                | <input type="checkbox"/> CLAIMS-MADE   | \$           |                             |                |                         |                         |                                     |              |  |
|                                | DED <input checked="" type="checkbox"/> RETENTION \$ 0   | \$           |                             |                |                         |                         |                                     |              |  |
|                                | PER STATUTE  | OTHER        | \$                          |                |                         |                         |                                     |              |  |
|                                | Y / N  | N / A        | E.L. EACH ACCIDENT          | \$             |                         |                         |                                     |              |  |
|                                | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  |              | E.L. DISEASE - EA EMPLOYEE  | \$             |                         |                         |                                     |              |  |
|                                |  |              | E.L. DISEASE - POLICY LIMIT | \$             |                         |                         |                                     |              |  |
|                                | D Professional Liability   |              | General Aggregate           | \$ 1,000,000   |                         |                         |                                     |              |  |
|                                |  |              | Each Occurrence             | \$ 1,000,000   |                         |                         |                                     |              |  |

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

SAMPLE CERTIFICATE

CERTIFICATE HOLDER

CANCELLATION

SAMPLE CERTIFICATE

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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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/09/2025

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<br>Risk Transfer Insurance Agency, LLC<br>200 S. Orange<br>Ste. 750<br>Orlando, FL 32801 | CONTACT<br>NAME: Christine Diorka             |                    |
|   | PHONE<br>(A/C, No. Ext):                      | FAX<br>(A/C, No.): |
|   | E-MAIL<br>ADDRESS: cdiorka@employsource.net   |                    |
|   | INSURER(S) AFFORDING COVERAGE                 | NAIC #             |
|   | INSURER A :Service American Indemnity Company | 39152              |
| INSURED<br>Innova Consulting, Inc.<br>1770 Park Street, Suite 208<br>Naperville, IL 60563         | INSURER B :                                   |                    |
|   | INSURER C :                                   |                    |
|   | INSURER D :                                   |                    |
|   | INSURER E :                                   |                    |
|   | INSURER F :                                   |                    |

## COVERS

CERTIFICATE NUMBER:Q9DCJW9N

## 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<br>LTR | TYPE OF INSURANCE  | ADDL<br>INSD   | SUBR<br>WVD                          | POLICY NUMBER              | POLICY EFF<br>(MM/DD/YYYY) | POLICY EXP<br>(MM/DD/YYYY) | LIMITS   |   |
|-------------|--|--|--------------------------------------|----------------------------|----------------------------|----------------------------|--|---|
|             | COMMERCIAL GENERAL LIABILITY<br>CLAIMS-MADE <input type="checkbox"/> OCCUR   |  |                                      |                            |                            |                            | EACH OCCURRENCE<br>DAMAGE TO RENTED<br>PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>OTHER: \$ |   |
|             | GEN'L AGGREGATE LIMIT APPLIES PER:<br>POLICY <input type="checkbox"/> PRO-<br>JECT <input type="checkbox"/> LOC  |  |                                      |                            |                            |                            |  |   |
|             | ANY AUTO<br>OWNED AUTOS ONLY<br>HIRED AUTOS ONLY   | <input type="checkbox"/> SCHEDULED<br>AUTOS<br>NON-OWNED<br>AUTOS ONLY |                                      |                            |                            |                            | COMBINED SINGLE LIMIT<br>(Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE<br>(Per accident)<br>OTHER: \$                           |   |
|             | UMBRELLA LIAB  | <input type="checkbox"/> OCCUR<br>EXCESS LIAB                          | <input type="checkbox"/> CLAIMS-MADE |                            |                            |                            | EACH OCCURRENCE<br>AGGREGATE<br>OTHER: \$  |   |
|             | DED <input type="checkbox"/> RETENTION \$  |  |                                      |                            |                            |                            |  |   |
|             | A WORKERS COMPENSATION<br>AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE<br>OFFICER/MEMBER EXCLUDED?<br>(Mandatory in NH)<br>If yes, describe under<br>DESCRIPTION OF OPERATIONS below | <input type="checkbox"/> Y / N<br><input type="checkbox"/> N           | <input type="checkbox"/> N / A       | <input type="checkbox"/> X | RT25CWC2170359701          | 06/01/2025                 | 01/01/2026   | X PER<br>STATUTE <input type="checkbox"/> OTH-<br>ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000<br>OTHER: \$ \$ \$ \$ \$ |
|             |  |  |                                      |                            |                            |                            |  |   |

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

Waiver of Subrogation is provided in favor of the Certificate Holder when required by written contract, subject to the terms, conditions, and exclusions of the policy.

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## BUSINESS RELATIONSHIP DISCLOSURE FORM

**Business Relationships.** Pursuant to Village Code, all business relationships between vendors and Officials must be disclosed. Vendors and Officials shall complete this Business Relationship Disclosure Form when applicable. Failure to comply shall be considered a violation of the ordinance and can result in penalties.

**For Vendors.** Any vendor who has had any business relationship within the preceding ten years or reasonably expects such a relationship in the following twelve months with a current official or a past official during the preceding 10 years, where such relationship resulted in or is expected to result in financial benefit, shall disclose the following if the relationship entitled the current or past official to compensation, economic opportunity, or payment in excess of \$7,500 annually. A business relationship does not include a political contribution, otherwise duly reported as required by law.

**For Officials.** Any official who has had any business relationship within the preceding ten years or reasonably expects such a relationship in the following twelve months with a vendor, where such relationship has resulted in or is expected to result in financial benefit, shall disclose the following if the relationship entitled the official to compensation, economic opportunity, or payment in excess of \$7,500 annually. A business relationship does not include a political contribution, otherwise duly reported as required by law.

Submission of a disclosure does not disqualify a Vendor from consideration for a contract, grant, concession, land sale, lease or any other matters subject to the Village approval.

(1) Check applicable box  Vendor  Official

(2) For Vendor

I do not have a business relationship with any current Village of Orland Park Official or reasonably expect such a relationship in the following twelve months that entitled the Official to compensation, economic opportunity, or payment in excess of \$7,500 annually. See Appendix A for a listing of current Officials. (Please check the box if applicable and complete Certification section only.)

I did not have a business relationship with any past Village of Orland Park Official in the preceding ten (10) years that entitled the past Official to compensation, economic opportunity, or payment in excess of \$7,500 annually. See Appendix B for a listing of past Officials is included with this disclosure form. (Please check the box if applicable and complete Certification section only.)

(3) Please provide the name(s) of the Vendor(s) or Official(s) or related party.

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(4) What is the nature of the business relationship with the Vendor(s) or Official(s) or related party?

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(5) Provide the date(s)[month/year] of engagement or expected engagement:

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(6) If the Vendor has been acquired or purchased within the preceding five (5) years:

- a. The date(s) of acquisition of the Vendor: \_\_\_\_\_
- b. The name(s) of the preceding Vendor, if changed: \_\_\_\_\_  
\_\_\_\_\_

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***Certification***

The undersigned Meraj Samina Saleem, as President, and on  
(Print Name of Person Making Disclosure) (Print Title of Person Making Certification)

behalf of InNova Consulting, Inc., certifies the information supplied is true and accurate.  
(Print Name of Vendor / Official)

Signature:  Date: 12/15/2025

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See Appendix A for the List of Current Officials

See Appendix B for the List of Officials for the Past Ten (10) Years