



**VILLAGE OF  
LONG GROVE**  
3110 RFD Long Grove, Illinois 60047-9635  
Phone (847) 634-9440  
Fax (847) 634-9408

**REQUEST FOR PROPOSALS**  
**FOR**  
**WATER SYSTEM OPERATION (OPERATE AND MAINTAIN)**  
**2010**

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**VILLAGE OFFICIALS**

**VILLAGE PRESIDENT – MARIA RODRIGUEZ**

**TRUSTEES**

**EDUARDO ACUNA  
JOSEPH BARRY  
JOHN MARSHALL  
KAREN SCHMITT  
CHARLIE WACHS  
JOANNE WEBER**

**VILLAGE CLERK – KAREN SCHULTHEIS**

**VILLAGE MANAGER – DAVID LOTHSPICH**

**VILLAGE SUPERINTENDENT – ROBERT G. BLOCK**

**VILLAGE PLANNER – JAMES HOGUE**

**ENGINEERING CONSULTANT**

**ESI CONSULTANTS, LTD.  
1979 N. MILL STREET, SUITE 100  
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PHONE: (630) 420-1700  
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June 18, 2010

To Bidders and Plan Holders:

The Village of Long Grove is in the process of constructing a water system which includes the following components.

- A. Construction of two deep aquifer wells (Galesville Aquifer), pumps, etc.
- B. Precast concrete water treatment plant with pitched roof, skid mounted cation exchange equipment, skid mounted booster pumping system, hydropneumatic tank, chemical feed equipment, emergency standby generator, and appurtenances.
- C. Cast in place concrete water storage reservoir with precast concrete roof (flat).
- D. Water distribution system 3,000 lineal feet with valves hydrants and one bore and jack crossing beneath Illinois Route 83.
- E. Associated site improvements for water treatment plant site.

The treatment plant facility is located at 4182 IL Route 83, which is east of Route 83 between IL Route 53 and Robert Parker Coffin Road. Immediately north of this facility is a commercial development is being constructed. There is also a distribution system through this development as well.

The Village desires to retain a water operator to operate and maintain the water system described above. As attachments to this letter are the following documents:

- A. Advertisement for Bids
- B. Request for Proposals for Water System Operation (Operate and Maintain)
- C. Contract Documents, including Construction Drawings and two volume Project Manual, for reference only.

The Village appreciates your interest in this proposal and looks forward meeting with you at the pre-proposal meeting on July 7, 2010.

Sincerely,  
ESI Consultants, Ltd.

Anthony G. Malone, P.E.  
Vice President

Enclosures

K:\Projects\Long Grove\Water Operator RFP\Office\correspondence\letters\RFP Lettter 06182010.doc

## ADVERTISEMENT FOR BIDS

### 1.1 Receipt of Bids

- A. Sealed proposals will be received by the Village of Long Grove for the project entitled Water System Operator (Operate and Maintain) until 10 AM on Thursday, July 15, 2010 at the office of the Village Manager, 3110 Old McHenry Road, Long Grove, IL 60047. The bids will be publicly opened and read aloud in the Village Hall at that time, on said date. Sealed bids shall be addressed to the Honorable President and Village Council of the Village of Long Grove, Illinois and shall be labeled "Water System Operator (Operate and Maintain)".

### 1.2 Work Description

The work included in this lump sum project includes the following

- A. Construction of two deep aquifer wells (Galesville Aquifer), pumps, etc.
- B. Precast concrete water treatment plant with pitched roof, skid mounted cation exchange equipment, skid mounted booster pumping system, hydropneumatic tank, chemical feed equipment, emergency standby generator, and appurtenances.
- C. Cast in place concrete water storage reservoir with precast concrete roof (flat).
- D. Water distribution system 3,000 lineal feet with valves hydrants and one bore and jack crossing beneath Illinois Route 83.
- E. Associated site improvements for water treatment plant site.

### 1.3 Document Inspection and Procurement

- A. The Contract Documents may be inspected at the Village of Long Grove

Village Hall  
3110 RFD  
3110 Old McHenry Road  
Long Grove, IL 60047

- B. The Contract Documents may be inspected or purchased at:

ESI Consultants, Ltd.  
1979 N. Mill Street, Suite 100  
Naperville, Illinois 60563

Set of Contract Documents for the water system (for reference) and the documents associated for this project costs \$250.00.

- C. The payment is non-refundable and is payable to ESI Consultants, Ltd, in the form of certified check, cashier's check, or money order. No partial sets of

specifications or drawings will be issued. Addenda will be issued only to plan holders.

1.4 Bonds

- A. Each bid shall be accompanied by a bid bond, bank draft, cashier's check or certified check payable to the order of the Village of Long Grove, Illinois, in an amount not less than ten (10) percent of the amount of the bid as a guaranty that the bidder will execute the contract if it be awarded in conformity with the bid form.
- B. The successful bidder will be required to furnish Performance and Payment Bonds on forms provided in the Specifications and Contract Documents, each in amount equal to 100 percent of the contract price.

1.5 Pre-Bid Conference

A Pre-bid Conference will be held on Wednesday, July 7, 2010 at 10 AM at Long Grove Village Hall, 3110 RFD, 3110 Old McHenry Road, Long Grove, Illinois.

1.6 Wage Rates

The contractor shall pay prevailing wages. Prevailing Wage Rates as defined by the Illinois Department of Labor for Lake County shall apply to this contract. Rates can be obtained online at <http://www.state.il.us/Agency/IDOL/rates/ODDMO/LAKE9999.htm>.

1.7 Rejection of Bids

- A. The Owner expressly reserves the right to reject any or all bids or to accept the one, which appears to be in the best interest of the Owner. The Owner expressly reserves the right to waive any informalities or technical irregularities in a bid if to do so is in the best interest of the Owner.

Dated this 16th day of June, 2010.

Village of Long Grove, Illinois



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David Lothspeich, Village Manager

END

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**THE VILLAGE OF LONG GROVE, ILLINOIS  
REQUEST FOR PROPOSALS FOR  
WATER SYSTEM OPERATION  
(OPERATE AND MAINTAIN)**

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**THE VILLAGE OF LONG GROVE, ILLINOIS  
REQUEST FOR PROPOSALS FOR WATER  
SYSTEM OPERATION (OPERATE AND MAINTAIN)**

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**1. INTRODUCTION**

The Village of Long Grove (the "Village") anticipates completion of a potable water treatment facility, water transmission and distribution mains, two wells and 150,000 gallons water storage facility (collectively the "Facilities") during the 2010 calendar

year. The Village is accepting proposals from private contractors ("Contractor") to operate and maintain the Facilities on a 5-year contract basis. In addition, the Contractor will be responsible for meter reading and billing once every quarter, establishing and maintaining a backflow prevention program, installing meters and transmitters for new services, and establishing an industrial waste monitoring program in accordance with state statutes and Village Ordinances. The contract will be reviewed and renewed on an annual basis. Capital costs will be collected directly by the Village based on the projected needs as outlined by the Contractor and approved by the Board.

The objectives of the Village are to strive for efficiency and effectiveness of operation and maintenance services; maintain the performance of the Facilities, to meet appropriate standards and IEPA permit requirements; and to limit the unexpected economic exposure of the Village residents via long-term, stable water rates.

This Request for Proposal ("RFP") has been issued to solicit proposals from private companies to provide the services set forth above and described in detail in this RFP. The Village has retained ESI Consultants, Ltd. to provide assistance during the procurement process.

Prior to commencement of the operation of the plant, the executed contract between the Village and the Contractor must be reviewed and accepted by the Illinois Environmental Protection Agency. As a part of the contract, the Contractor will also be required to provide an executed Notification of Certified Operator and Responsible Charge form. The Village will provide a copy of the Form of Contract to IEPA prior to execution; however, the Village and the Contractor acknowledge that minor modifications may be required.

## **2. DESCRIPTION OF FACILITIES AND SYSTEMS**

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### **2.1 WATER SYSTEM AND FACILITIES**

The 700 GPM Water Facility consists of the following processes: two deep wells each capable of providing 350 gpm, a Cation exchange system for radium removal, an at grade 145,000 gallon water storage tank, softening two jockey pumps and one high service pump, sodium hypochlorite and fluoride feed pumps, and a hydropneumatic tank.

In addition, the Contractor will be responsible for the maintenance and repair of the Village owned water distribution and maintenance system including 3,000 lineal feet of 8-inch to 12-inch watermain and associated hydrants and valves.

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### 2.2.1 Raw Water Quality

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Constituent	Expressed as	mg/l
Total Hardness	mg/L as Ca	250
Calcium	mg/L	64
Magnesium	mg/L	20
Radium 226+Radium 228	pCi/L	10
Sodium	mg/L	25
Alkalinity	mg/L	278
Chlorides	mg/L	7
Sulfates	mg/L	21
Iron	mg/L	0.1
Manganese	mg/L	0.015
pH	mg/L	7.2
Nitrates + Nitrites	mg/L	0.01
TDS	mg/L	340

### 2.2.2 Required Finished Water Quality Requirements

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#### Concentration Limits

Maximum Radium 226/228 concentration      4.0 pCi/l

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Fluoridation                      0.9 to 1.2 mg/l

Chlorination                      0.5 mg/l

Finished Water Quality shall meet the requirements of Title 35: Environmental Protection, Subtitle F: Public Water Supplies, Chapter I: Pollution Control Board as published by the Illinois Environmental Protection Agency.

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### **2.3 Water Design Loading Requirements**

- Normal softening rate is 7 gpm/ft<sup>2</sup>, Softener capacity before regeneration= 78,940 gallons. Backwash cycle volume= 1,178 gallons. Brine Cycle NaCl required= 2,082 lbs. Total regeneration time= 10 min.
- Salt Storage = 4,500 lbs
- Brine Tank Volume = 73 cubic feet
- Average daily backwash volume produced during peak use= 18,250 gal

The design fluoride concentration is 1.0 ppm. The estimated usage is 7.2 lb/day or 3.6 gallons per day.

- The design system feed rate is 480 ppd.

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### **3. SCOPE OF SERVICES**

The Village seeks a Contractor to operate and maintain Facilities on a potentially 5-year contract basis pursuant to all applicable federal and state statutes and Village ordinances. The Contract will be reviewed by the Village Board and renewed annually. A brief description of the scope is as follows:

1. The intent is that the Contractor is retained as soon as possible to assist in the review of the construction of the water treatment facility.
2. The Contractor shall be responsible for operating, maintaining, and managing the Facilities as described in this document.
3. The Contractor shall assist the Village to determine and review the capital improvements costs to ensure that the funds will be available to maintain the Facilities. The Village will also be responsible for retaining engineering services as needed.
4. The Contractor shall be responsible for providing water meter reading and billing services once every quarter or as requested under special cases.
5. The Contractor shall need to establish and maintain a backflow prevention program including the collection and review of annual inspection certificates and an industrial waste monitoring program, as necessary.
6. The Contractor shall be responsible for the ordering, inventory and installation of the water meters and transmitters. The size of this inventory will be dependent on the foreseeable need for the meters. It is anticipated

that a minimum of one meter in each of the typical sizes used within the Village will be in the inventory. The Village will specify the type of meters and transmitters required to be installed within the Village. The Contractor shall log the meter number and reading and address to where it is assigned when a plumbing contractor purchases the meter. This information will be distributed to the Village staff for use during inspections. The Contractor will not be responsible for inspecting the meter after installed.

7. The Contractor shall provide the janitorial services for the buildings and the lawn maintenance services for the grounds associated with the water treatment plant site and any future booster stations and water tower sites.
8. Contractor is responsible for all painting and upkeep of the facilities. This includes maintenance required to replace/maintain items such as the roof, windows and doors as needed. Weather-stripping and caulking to provide an energy efficient environment shall be required as well.
9. The Contractor shall be responsible to assist the Village in the enforcement of State and Village codes, regulations and ordinances.
10. The Contractor shall be responsible for addressing questions arising from bills or complaints from any customer or Village resident/business owner regarding the Village water utilities. All calls will be received through the Village Hall for logging. The Contractor will be responsible to resolving the questions or complaints as directed by the Village.
11. The Contractor shall be responsible for responding to all alarms pertaining to the water system.
12. The Contractor shall be responsible for locating the Village owned underground utilities in response to calls from contractors or property owners prior to excavation or through the Joint Utilities Locator's Information for Excavators (JULIE) program.
13. The Contractor shall meet the requirements for water plant operations and contract operators as specifically detailed in Title 35: Environmental Protection, Subtitle F: Public Water Supplies, Chapter II: Environmental Protection Agency, Part 680 Water Supply Operator Certification and the Public Water Supply Operations Act 415 ILCS 45/ Drinking Water Operator Certification Program both as published by the Illinois Environmental Protection Agency.
14. The Contractor shall be responsible for submitting all reports and documents to the Illinois Environmental Protection Agency as required.

The Village will compensate the Contractor through payment of a service fee, which will include system operation and maintenance costs. Specifically, the Contractor shall provide the services further outlined and described in this RFP.

#### **4. CONTRACT INFORMATION**

##### ***4.1 Terms and Conditions***

The following contract terms and conditions are mandatory provisions for this Contract. Bidders are expected to provide a cost proposal generally consistent with these terms and conditions. (The Village of Long Grove does, however, reserve the right to modify contract terms and scope of services during Contract negotiations).

1. Provide services to operate and maintain the water system within the limits of applicable Federal, State, and the Village of Long Grove regulations, policies, and permits.
2. Retain key personnel identified in the RFP submission.
3. Provide insurance coverage to meet the requirements of the State of Illinois and the Village of Long Grove.
4. Conform to the Performance Bond and Labor and Materials Payment Bond requirements of this RFP.
5. Payment of fines by the contractor to U.S. EPA, IEPA or other Illinois regulatory agencies for any unexcused permit violations related to the operation and maintenance of the Facilities. The Contractor will defend and hold harmless the Village and its consultants from any legal enforcement proceedings as the result of such violations.

If the Contractor desires a SCADA system at the water treatment plant that would allow remote monitoring of the operations, then the Village is willing to negotiate this improvement if it can be shown to reduce the overall costs to the Village.

The Village's water system is a new utility for the Village. In exchange for the Village to retain the right to terminate the contract if they decide it in their best interest to sell the water system, the Village is willing to provide the Contractor the right of first refusal to purchase the system.

##### ***4.2 Compensation***

Proposers shall include a Service Fee in their proposal for providing the services described in Sections 3 and 6 of this RFP. The Service Fee will cover all operation and maintenance costs and all periodic capital repair and equipment replacement.

The Contractor shall invoice the Village of Long Grove for the prior month's service in an amount equal to one-twelfth (1/12) of the annual Service Fee.

The Service Fee shall be increased or decreased annually on May 1 of each year beginning on May 1 of the year following a full calendar year of service having been provided based on the increase or decrease [or 50% of the increase or decrease] in the Consumer Price Index, All Items, Chicago Urban Area during the preceding calendar year.

The Contractor shall also provide to the Village a statement of an annual Service Fee adjusted as set forth above by March 1 of each year.

#### **4.3 *Term of Service***

Service will be provided for up to 5-years (or such other period as is agreed to by the Village) commencing upon completion of the Facilities, currently estimated to be September 1, 2010. Additional construction service is requested prior to the startup of the systems.

#### **4.4 *Contract***

The Proposer who is selected by the Village shall be required to execute the form of contract, which is attached hereto as Exhibit A modified in accordance with the Proposal.

### **5. PROCUREMENT PROCESS**

The Village requires both a Technical Proposal and a Cost Proposal, as described in Sections 6 and 7. The Cost Proposal must be submitted as a separate sealed package.

#### **5.1 *Information Provided by the Village of Long Grove***

Proposers are solely responsible for conducting their own independent research, due diligence, or any other work necessary for the preparation of Proposals, negotiation of Contracts and the subsequent delivery of services pursuant to any Contract. Except as set forth in the Contract, the Village takes no responsibility for the completeness or the accuracy of any information presented in the RFP or otherwise distributed or made available during this procurement process. Proposers should not rely on any oral statement made by the Village or its agents, consultants, or advisors in the preparation of the Proposer's response to this RFP.

Questions or clarifications regarding this RFP and information provided by the Village shall be addressed as described herein. The Village may issue written addenda to this RFP to each person obtaining an RFP clarifying this RFP and/or responding to questions or informational requests. Each person requesting an

interpretation will be responsible for the delivery of such requests to the Village in writing. The Village shall not be bound by, or responsible for, any explanation nor interpretation of the proposed documents other than those issued in writing by the Village as set forth in this paragraph.

Before submitting a Proposal, Proposers are encouraged to review all relevant information and to visit the site to ascertain by inspection pertinent local conditions of the site, the existing condition and construction status of Facilities, and any other items which may be pertinent to the Proposer's submittal.

## **5.2 *The Village of Long Grove Rights and Disclaimers***

The Village may investigate the qualifications of any Proposer under consideration (including proposed subcontractors and parties otherwise related to the Proposer), require confirmation of information furnished by a Proposer, or require additional evidence of experience and qualifications to provide the services or otherwise discharge the obligations required by this RFP.

The Village reserves the right, in its sole and absolute discretion, to:

- reject any or all Proposals or any portion thereof;
- determine which Proposers are responsible and qualified;
- issue written addenda to this RFP and/or issue subsequent Requests for Proposals;
- cancel or modify this RFP;
- appoint an evaluation committee to review Proposals and utilize the assistance of outside professionals in Proposal evaluation;
- disclose information contained in the Proposals to the public, subject to confidentiality statutes;
- approve or disapprove of particular subcontractors, joint venture partners, or other proposed team members;
- interview and hold discussions with any qualified Proposers at any time after receipt of Proposals and before the signing of a legally binding Contract;
- enter into a final Contract with terms that may vary from the terms and conditions outlined in this RFP;
- evaluate Proposals in terms of the best interests of the Village, applying criteria provided in the RFP;

- accept other than the lowest Cost Proposal based upon an evaluation of other aspects of the Proposal;
- waive informalities in any Proposal;
- reject one or more non-responsive Proposals;
- require a guarantee of the Contract by a parent company (or companies) of the Proposer or any of its members.

This RFP does not commit the Village to enter into a Contract, nor shall it obligate the Village under any circumstances to pay for any costs incurred in the preparation and submission of Proposals; for site visits, demonstrations, interviews; for the preparation of responses to questions and requests for additional information; for Contract discussions; or for anything in any way related to this RFP. In submitting a Proposal, the Proposer (including all related parties) disclaims and voluntarily and knowingly waives any and all rights to reimbursement for any such costs.

### **5.3 Schedule**

The Village anticipates the following schedule:

RFP Available	June 21, 2010
Pre-proposal Meeting	July 7, 2010
Proposal Due Date	July 15, 2010
Opening of Proposals	July 15, 2010

#### **5.4 Submittal of Proposals and Questions**

Questions and proposals must be received by the Village in accordance with the Schedule listed above. Proposals received after the due date listed above will not be accepted. The Cost Proposal shall be submitted separately from the Technical Proposal and shall be enclosed in a sealed envelope clearly labeled as the Cost Proposal. The original and 3 copies of both the Technical Proposal and Cost Proposal shall be submitted to:

Village Manager  
Village of Long Grove  
3110 RFD  
Long Grove, IL 60047

All Proposers must submit proposed changes to the form of contract (Exhibit A), which is attached to this RFP. The proposed contract changes shall be submitted in the *Cost Proposal* envelope.

At the opening of the Proposals, the Village will prepare a list of Proposers, which shall include the name of each Proposer and the date, and time the proposal was received. This list will be open for public inspection at the Village Hall. Proposals shall not be available for public inspection except as required by law.

After opening of the Proposals, a Proposer may not correct, modify or withdraw the price or any other provision of its Proposal in a manner prejudicial to the interests of the Village or fair competition, but the foregoing does not preclude changes made during Contract negotiations. The Village may waive minor informalities or allow the Proposer to correct them.

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#### **5.5 Access to Information and Facilities' Inspections**

In preparing their proposals, Proposers may need to refer to the following documents which are available for inspection at the Village Hall:

- 5.5.1 Water Treatment Plant Basis of Design
- 5.5.2 Water Treatment Plant and Reservoir Design Plans
- 5.5.3 Health Department Construction Permit Nos. 179654 and 179656 for the two wells

Information included with this RFP is provided solely for the convenience of the Proposers, and the Village bears no responsibility for the completeness or the accuracy of any information made available. Proposers should coordinate with the

Village Engineer to schedule site visits. Failure to visit the site or Facilities under construction shall not relieve the Proposer or ultimately the Contractor from the necessity of furnishing any materials, equipment, or services required by this RFP.

### **5.6 Questions and Addenda**

Any questions regarding this RFP shall be submitted in writing to:

Anthony Malone, P. E.  
ESI Consultants, Ltd., Village Engineer  
1979 N. Mill Street  
Suite 100  
Naperville, IL 60563  
Fax No. (630) 420-1733

The Village Engineer will not be obligated to accept telephone calls. Responses to questions may be issued as addenda to the RFP.

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### **5.7 Period of Acceptance and Bid Bond Requirements**

All Proposals must remain valid for a period of sixty (60) days after the proposal due date. Proposals may not be modified or withdrawn by the Proposer during this period of time unless prior written permission is granted by the Village.

A Bid Bond with a corporate surety acceptable to the Village in the amount of ten percent of the proposed first year operation budget or a cashier's check or certified check in this amount payable to the Village shall accompany the Proposal. Withdrawal of a Proposal during the sixty day period will result in forfeiture of the Bid Bond or alternative security.

### **5.8 Additional Information and Time Extensions**

The Village reserves the right to request additional information from the Proposer at any time during the selection process. The Village also reserves the right to extend the initial proposal review period. If notification or selection of a Proposer or a notice for a time extension has not been made by the Village within the initial 60 day period, Proposers may, at their discretion, withdraw their Proposals or provide the Village with written extensions of time.

## **6. TECHNICAL PROPOSAL SUBMITTAL REQUIREMENTS**

Proposers are requested to follow the format outlined in this section to facilitate the Village's comparison and evaluation of Technical Proposals. Proposals shall contain concise written material and illustrations that enable a clear understanding and evaluation of both the

capabilities of the Proposer, and the characteristics and benefits of the services being proposed. Legibility, clarity, and completeness of the technical approach are essential. Pages 8-1/2" x 11" are required for typed submissions and 11" x 17" sheets may be used for illustrations where practical to do so. Larger drawings should be folded and placed in appropriate pockets in the Proposal. All submittals should be bound with numbered tab dividers corresponding to the sections listed below. It is the Proposer's responsibility to ensure that all information in the Proposal is easily readable by the Village. Technical Proposals are to be organized as described below.

### **6.1 Cover Letter**

The cover letter shall be utilized to introduce the Proposer. Cover letters should contain the following information:

- 6.1.1 Name of the company that will Contract with the Village;
- 6.1.2 Legal structure of company; e.g., corporation, joint venture, etc.
- 6.1.3 Identification of the firms which comprise the Proposer's team and an identification of the role of each firm; and
- 6.1.4 A clear statement indicating that the attached Proposal constitutes a firm and binding offer by the Proposer to the Village pursuant to the terms and conditions set forth in this RFP.

The cover letter should be bound with the Technical Proposal. Cost information shall NOT be included in the cover letter.

### **6.2 Title Page**

The cover letter should be followed by a title page. It should contain the name of this project; the name, mailing address, e-mail address, telephone number, and fax number of the Proposer; and the name and title of the person authorized to commit the Proposer to contractual arrangements with the Village. Unless noted otherwise, this person will be considered by the Village as the Proposer's contact point for all communication regarding this procurement.

### **6.3 Table of Contents**

Proposals should contain a detailed table of contents listing major sections and subsections which correspond to the requirements of the RFP. The table of contents should also list all tables, figures, exhibits, and appendices contained in the Proposal.

#### **6.4 Confidentiality Statement**

Proposals submitted in response to this RFP may contain technical, financial, or other data of which public disclosure may cause injury to the Proposer's competitive position or constitute a trade secret or proprietary information. To protect this data from disclosure, Proposers shall specifically identify the pages of the Proposal that contain such information by properly marking the applicable pages as **Confidential**. The Proposer understands that nondisclosure will be limited only to the extent that the Village determines is proper under State or Federal law.

The Village, its staff, and its consultants/professional advisors assume no responsibility for disclosure or use of unmarked data for any purpose. In the event the Village receives a request for information which has been properly marked as "Confidential", the Proposer will be advised of the request and may expeditiously submit to the Village a detailed statement indicating the reasons it has for believing that the information is exempt from disclosure under State or Federal law. Notwithstanding the foregoing, each Proposer, by its submission of its proposal, acknowledges that the Village is subject to the Illinois Freedom of Information Act (5 ILCS 140/1 et seq) (the "Act") and that no disclosure made in good faith by the Village pursuant to the Act shall be deemed to violate this Section. The Village, its staff, and its consultants/professional advisors will exercise care in applying this confidentiality standard, but will not be held liable for any damage or injury which may result from any disclosure, accidental or otherwise, that may occur.

#### **6.5 Disclaimer Statement, Certification Statement, Non-Collusion Statement**

Proposers shall submit with their Proposals the Disclaimer Statement, Certification Statement, and the Non-Collusion Statement provided in the Appendix to this RFP, signed by an officer or representative of the company duly authorized to commit the company or organization to the Proposal.

#### **6.6 Executive Summary**

The Executive Summary should be written in a non-technical style and present general information sufficient to familiarize reviewers with the highlights of the Proposer's submittal. The Executive Summary should include:

- 6.6.1 the name of the Proposer;
- 6.6.2 a description of the legal structure of the Proposer (e.g., a corporation, joint venture, partnership);
- 6.6.3 a description of Proposer's organization (e.g., names of participating companies and roles);

- 6.6.4 the central office or headquarters location of the Proposer;
  - 6.6.5 the size of the Proposer's organization (technical and non-technical personnel);
  - 6.6.6 a summary of the technical approach for options for which the Proposer submits a Proposal;
  - 6.6.7 specific reason(s) for selecting the Proposer and how this choice will benefit the Village and meet the Village objectives;
  - 6.6.8 the unique capabilities and experience of the Proposer's Project Manager and other key personnel who will work with the Village on a day-to-day basis, and why these individuals are well-qualified to work with the Village; and
  - 6.6.9 the experience of the Proposer on similar projects, particularly as a single-source guarantor on similar projects.
- 

### **6.7 Proposer/Team Information**

This section should provide the name and description of the lead firm, including the location of the office from which this project would be supported and the name and address of the Parent Company, if any. The Proposer must also identify and provide the mailing address and phone numbers (voice and facsimile) for each participating company and major subcontractors, including a description of the specific role each will have on this project. Provide a project organization chart identifying key staff and their roles. For each key staff person identified, supply a resume.

### **6.8 Legal Structure of Proposer**

The Proposer is required to provide detailed information regarding its structure. This description shall include the legal and contractual relationships among the individuals and/or entities constituting the Proposer. Copies of any such agreements should be provided as an appendix to the Proposal. If the Proposer is a corporation, a certificate of good standing from the state of incorporation, must be provided and submitted in an appendix to the Proposal.

### **6.9 Technical Qualifications and Experience**

Relevant capabilities of the Proposer should be presented as they relate to the specific services requested by the Village. This will include a description of projects for contract operations services. Proposers may (but are not required to) limit the number of projects

described to ten. For each project identify the location, a description of the services provided, and the capacities and types of facilities which are operated and maintained. The description should include the length of time under Contract, a summary of the operating requirements of the facilities, municipal objectives, and how successful the Proposer has been in meeting those requirements. A minimum of four (4) projects must be located in the State of Illinois.

Qualification and experience information should include a summary of significant and proven accomplishments such as cost saving results, and corrective actions taken to ensure permit compliance. Describe any additional relevant characteristics which the Proposer believes distinguishes it in its ability to serve the Village. References must include the names, titles, telephone and fax numbers of reference managerial level contact persons.

Identify in the last ten years, any cases where the Proposer and any team members failed to complete any work which it was contracted to perform and every instance where a Contract was terminated by a government agency for any reason. If this occurred, indicate when, where, and why. If the Proposer, or included team members, have paid any liquidated damages, fines, or penalties in connection with the Contract operation of wastewater systems or potable water systems, the Proposal must indicate when, where, and under what circumstances. Please provide contact names and telephone numbers for any such projects.

The Proposer and individual team member firms shall identify and provide the details of any major incidents of noncompliance with environmental and safety regulations within the past five years with Federal, State, and local agencies for wastewater and water treatment facilities construction and/or operation.

Discuss the Proposer's safety program including any violations cited by State safety agencies or OSHA, recognized safety awards, and Proposer's lost-time accident record compared with industry standards. Provide safety records for the past ten (10) years for your company and for similar O&M type contracts.

#### ***6.10 Financial Qualifications***

The Proposer must provide the financial information set forth below and meet the minimum qualifications described below.

- 6.10.1. A description of the contractual and financial relationships among all entities which will be bound by the terms and conditions of any Contract that will be signed by the successful Proposer.
- 6.10.2. A discussion of how the Proposer intends to provide financial resources to meet the terms of a Contract. This shall include a letter from a surety company qualified to do business in Illinois

demonstrating the Proposer's ability to obtain and maintain performance and payment bonds each in the amount of 125 percent of the proposed price for the first year of Contract operations and maintenance services. In addition, the Proposer shall describe what financial resources it has available to meet any damage payments or any other financial requirements that may be required or due the Village as a direct result of its nonperformance.

- 6.10.3. If available, audited Financial Statements, which include, at a minimum, income statement, balance sheet, and statement of changes in financial position, for the past three (3) years. If the Proposer is not a public entity, this may be submitted in a separate sealed envelope, appropriately marked as "Confidential", with the request that this information will be revealed only to the auditors of the Village who will evaluate the same.
- 6.10.4. For public companies, a copy of the most recent Form 10-K filed with the U.S. Securities and Exchange Commission (SEC) and Form 10-Q's since publication of the most recent 10-K. If Forms 10-K and 10-Q are not filed with the SEC, submit copies of equivalent financial reports and information (subsidiaries of public companies should submit the parent's information).
- 6.10.5. For privately held companies, full information concerning any material changes in the mode of conducting business, bankruptcy proceedings, and mergers or acquisitions within the past three (3) years, including comparable information for parent and subsidiary companies and principals, and any actual and pending litigation in which the Proposer is involved. For privately held companies, all such material shall be kept confidential among the selection committee and the auditors of the Village.
- 6.10.6. If applicable, investment grade rating by Standard & Poor's Rating Services and/or Moody Investors Service on long-term debt
- 6.10.7. Water related revenue for the Contractor for each of the three (3) most recent fiscal years of at least \$2 million.

If the Proposer is a joint venture or other partnership arrangement, all of the above information shall be provided for all parties to the agreement. The Proposer shall provide letters from each party in the joint venture or other partnership arrangement stating its role and its willingness to meet the requirements of the RFP and any Contract that will be executed. The partners shall be jointly and severally liable to meet the Proposer's and Contractor's obligations.

The requested statements and documents set forth above shall be provided in an appendix to the Proposal. Failure to provide such information is cause for rejection of the Proposal at the sole discretion of the Village. The Proposer is encouraged to provide any and all other information which it believes is appropriate to fully reflect its financial strength.

### **6.11 Disclosures**

List, by date and court, any corporate bankruptcy filings by the Proposer in the past five (5) years. Also, list any litigation in which the Proposer is involved relating to ownership, management, and/or Contract operations and financing, designing and constructing capital improvements. Failure to disclose all relevant information will be grounds for rejection of the Proposal at the sole discretion of the Village.

### **6.12 Experience with Similar Types of Projects**

Description of the Proposer's experience in working with State and Federal regulatory agencies for permitting, permit compliance, assignment of responsibility for permit compliance in public/private partnerships; and for financing, tax, and other issues associated with long-term asset management.

### **6.13 Operation and Maintenance Services**

As part of the outline of proposed approaches to operations and maintenance, the Proposer should quantify all necessary personnel, equipment, parts, supplies, and other goods and services necessary to operate and maintain the water facilities and systems including, with respect to the wastewater treatment facility, residuals disposal. Proposals should demonstrate the Proposer's ability with respect to:

- 6.13.1 Proper operation and maintenance of systems to ensure delivery of contractual services;
- 6.13.2 Compliance with the Village's water permit and other regulatory requirements. Also, maintaining good working relationships with regulatory agencies;
- 6.13.3 Preservation and care of the long-term condition and value of the Village's Facilities;
- 6.13.4 Efficiency in all aspects of the cost of operations and maintenance and appropriate handling of all residuals;
- 6.13.5 Worker and facility safety;
- 6.13.6 Effective communications and cooperative operations with the Village's Departments, including but not limited to the Police and

Public Works Departments, and the Long Grove Fire Protection District;

6.13.7 Maintaining a "good neighbor" relationship with the public and the Village.

This section of the Proposal should describe the specific measures to be taken by the Proposer to ensure that the preceding objectives and other important issues will be successfully achieved by the Proposer.

**6.14 Operations and Maintenance Plan for Water Facility and System**

Provide an operating plan that describes how the Proposer will provide the operations, maintenance, and management services to each unit process for the water facility and system. Include discussion of operations and maintenance practices, inspection procedures, monitoring and control measures. Describe the laboratory procedures that will be used for process control and effluent quality monitoring. Describe process control strategies and measures that will be undertaken in the proposed operation and describe the expected results.

**6.16 Operations Maintenance Management System**

Provide a description of the Proposer's planned operations and management system for each facility and system, including the maintenance system and any instrumentation required. Describe how spare parts will be inventoried and maintained. The Contractor will be responsible for providing all labor and materials for correcting any maintenance and operational problem and provide a detailed breakdown of the items needed to the Village.

**6.17 Record Keeping and Reporting Methods**

Provide descriptions on the type and frequency of reports that the Proposer will generate for the Village. Provide a description of the approach for the preparation of the annual report as required in the scope of services. Describe the requirements for the customizing of reports for the Village's needs. As an example, the Contractor shall report the amount of water pumped, treated and billed to determine any discrepancies. The Contractor shall maintain records on the wells including the following:

- Water Level Date: static and pumping levels.
- Water Production (record both gallons per day and gallons per minute)
- Electrical Power Usage (amperage draw, voltage and number of hours of operation per day.)

- Observations of the Well Operations
- Water Quality Testing Results including at a minimum calcium, magnesium, iron, manganese, sodium, potassium, carbonate, bicarbonate, chlorides, sodium, hardness, sulfates, metals, phosphate, pH, eH (redox potential), conductivity, turbidity, temperature, sand/silt content and biological activity reaction tests (Barts). Also include the number of hours that the well has been in operation prior to making the measurements and the number of hours a pump has been off before a static water reading is made.
- Plot the Specific Gravity versus Time
- Plot time lags and dominate bacteria versus time and monitor trends once per month since the wells are new unless concerns arise.

The Contractor shall be responsible to maintain the required operating records and reports as required by IEPA.

#### ***6.18 Sampling and Reporting***

Provide descriptions of how sample collection is to be completed pursuant to the IEPA permit, where and who will be analyzing the samples and how reports will be prepared and submitted to IEPA.

#### ***6.19 Emergency Preparedness Plan***

Provide a description of the contents of an Emergency Preparedness Plan that the Contractor shall maintain and if necessary implement.

#### ***6.20 Staffing Plan***

Identify proposed staffing for each aspect of the Facilities. At a minimum, the Proposer must provide a listing of the key individuals assigned to management and to technical support. For the proposed Project Manager and other key individuals, provide resumes containing education, professional affiliations, licenses, experience and other relevant information that qualifies the individual for the position.

The Proposer shall manage and staff the Facilities with a sufficient number of qualified employees (including management, technical, and administrative) experienced in applicable water procedures and practices and having qualifications and State Certifications to meet all Federal and State regulatory agency requirements.

The Proposer shall specify his provisions of technical, management, administrative and labor relations services to its staff to enable it to perform at a high level of efficiency. Specify the provision of on going training programs for plant personnel in operations and

maintenance procedures, management, laboratory and process control, and related safety issues.

#### **6.21 OSHA Compliance Plan**

Provide a detailed description of the OSHA Compliance Program to be implemented, including descriptions of staff training, preventive maintenance, safety procedures, names and qualifications of in-house personnel that will administer OSHA Compliance program requirements, and contingency planning.

#### **6.22 Permit Compliance Plan**

Provide a Permit Compliance Plan, which describes measures to maintain compliance with conditions set forth in all permits.

#### **6.23 Meter Reading and Billing Service**

Describe the proposed system to ensure the accuracy of customer billing. The Contractor will be responsible to purchase all hardware and computer software required for providing this service. The Village has not selected a specific meter to date. For comparison of cost, Bidders should use the Badger Meter TRACE hand-held automated data collector as manufactured by BadgerMeter for collecting the data from the transmitters attached to each water meter. An interface program will be required to convert the data from the BadgerMeter RMSplus Reading Management System to the billing program currently used by the Village (United System Technology, Inc., Utility Billing System ver. 10, Betrive System). The Contractor will be expected to purchase a copy of the billing software for his use. All costs for annual maintenance, upgrades and improvements are also to be included as a part of the proposal. Proposer is to provide the number of employees assigned to this task and their classifications. Meter reading and billing tasks will be performed once every two months unless special conditions arise. Describe how the cash will be processed and managed such that it is placed in the designated Village account at the end of each day. Describe the frequency of reports and the generation of reports in a timely manner. Describe how customer service and complaint resolution will be addressed. Describe how delinquent accounts and service shut offs will be addressed. The Proposer is strongly encouraged to separate all costs related to Utility Billing and Financial Administration.

#### **6.24 Backflow Prevention and Monitoring Program**

Provide a conceptual outline of a monitoring program to verify that all backflow preventers are installed, maintained and inspected properly. The Contractor will be

responsible for establishing and maintaining a database including all users and confirmation that all annual certifications are on file with the Village. The Contractor shall have an employee with the State of Illinois Plumbing license and be certified to be a cross connection control device inspector through the Illinois Department of Environmental Regulations to monitor such a program.

#### ***6.25 Water Meter Inventory and Installation***

The Contractor shall inventory the water meters and transmitters as purchased by the Village. He shall notify the Village when additional meters should be ordered to meet the known needs of the Village. For determining a cost, Bidder shall assume the use of the Badger Meter TRACE Remote Transponder (RT) coupled with the Recordall Transmitter Register (RTR) which mounts directly on Recordall disc meters, all as manufactured by BadgerMeter. ¾" and 1" meters as being kept in the Village inventory. When scheduled the Contractor shall install the meter and transmitter and confirm the proper operation of the same. The Contractor shall have an employee with the State of Illinois Plumbing license to install the meters.

#### ***6.26 Utility Locating***

The Village is a member of the Joint Utilities Locator's Information for Excavators (JULIE) program and therefore is called to locate their utilities when digging is to be done in the Village. The contractor shall be responsible for locating and marking Village owned water and sewer utilities when requested through the JULIE program.

### **7. COST PROPOSAL SUBMITTAL REQUIREMENTS**

The format outlined in this section is to be followed by Proposers to facilitate proper evaluation and comparison of Cost Proposals. The Cost Proposal must be submitted in a clearly marked envelope bound separately from the Technical Proposal. Legibility, clarity and completeness of the cost forms are essential. All information in the Cost Proposal must be readable and understandable.

Any erasures or other changes in the Cost Proposal must be initialed by a person with the authority to commit the Proposer to such change. In cases where total amounts do not agree with the amounts identified for individual items, the amounts presented for the individual items may be added by the Village to compute the correct total amount.

Cost Proposals must be organized in the following manner:

### **7.1 Cover Letter**

The cover letter shall bind the Proposer to its proposed offer to the Village for 60 days (except that the Village of Gilberts may agree to changes in Contract negotiations). The cover letter shall:

- 7.1.1 identify the business entity that will Contract with the Village;
- 7.1.2 state that the Cost Proposal constitutes a firm and binding offer by the Proposer to the Village.

### **7.2 Title Page**

The cover letter should be followed by a title page that contains the name of this project; the name, address, telephone number, and fax number of the Proposer; and the name and title of the person authorized to commit the Proposer to contractual arrangements with the Village. Unless noted otherwise, this person will be considered by the Village as the Proposer's contact point for all communication regarding this procurement.

### **7.3 Proposal Fee and Security**

Proposers are to provide with the Cost Proposal a Bid Bond reasonably acceptable to the Village or alternatively a cashier's check or certified check payable to the Village in the amount of ten percent of the amount of the bid. Withdrawal of a Proposal prior to the 60 days after submission will result in forfeiture of the Bid Bond or alternative security. Bid security will be returned after sixty (60) days.

### **7.4 Cost Forms**

Cost forms are contained in the appendix to this RFP. Cost Forms shall be completed as appropriate, based on the respondent's Proposed services. A description of each cost form follows:

### **7.5 Service Fee Formula**

Cost Form A presents the Service Fee formula for compensation for provision of the services required under this RFP. The operating fee has both a fixed and variable component.

## **8. REVIEW AND EVALUATION OF PROPOSALS**

### ***8.1 General Approach***

The Village will, subject to its right to reject any and all Proposals, select the Proposal it finds most advantageous even though such Proposal may not be the lowest in cost. Both cost and no-cost criteria will be considered in evaluating Proposals. The Village may contact references provided by the Proposer and reserves the right to visit operating facilities identified by the Proposer. The Village may conduct interviews with any or all Proposers.

Technical and Cost Proposals will be evaluated by a selection committee(s) consisting of various representatives of the Village, and others as the Village may designate.

Each Technical Proposal will be reviewed and assigned a rating based on all technical criteria except cost. The contents of the Cost Proposals will not be revealed to the staff and selection committee until after the Technical Proposals have been rated. Following consideration of the Cost Proposals, the firm whose Proposal in its entirety is deemed most advantageous to the Village will be selected for final Contract negotiation. Award and execution of a Contract shall be subject to the approval of the Village Board.

### ***8.2 Evaluation Criteria for Technical Proposals***

Several no-cost factors will be considered during evaluation of the Technical Proposals. Minimum qualifications and experience requirements for the project are as follows:

- 8.2.1. The Proposer must have experience with contract operation of municipal water treatment facilities and systems in the State of Illinois.  
The Proposer must have operation and maintenance experience for at least five water facilities with design capacities of 0.3 mgd or greater.

Higher ratings may be given to Proposers who have contract operations experience at more than three (3) facilities in Illinois, or who can demonstrate long-term O&M contract experience at multiple facilities.

### ***8.3 Evaluation of Cost Proposals***

Cost Proposals will not be evaluated by the technical selection committee until evaluation of the Technical Proposals has been completed. Evaluation of the Cost Proposals will include a review to determine the completeness of the Proposals and confirmation that the Proposal that has met the minimum Technical requirements.

#### ***8.4 Selection and Contract Negotiations***

The Village will send a written notice to the successful Proposer notifying the firm that it has been selected for final negotiation of a Contract. Negotiations will commence as soon as reasonably practicable thereafter.

#### ***8.5 Rights of the Village of Long Grove***

The Village may request clarifications and additional information throughout the evaluation process to ensure that a comprehensive evaluation is possible. Interviews of any or all of the Proposers considered qualified may be conducted during the review process. If Contract negotiations are not proceeding in a manner that is satisfactory to the Village, the Village may end negotiations and initiate negotiations with the next highest ranked Proposal.

The Village reserves the right to reject any and all Proposals. There is no guarantee that the requested services will be placed under contract by the Village.

## **APPENDICES TO REQUEST FOR PROPOSAL**

## COST FORM A ANNUAL SERVICE FEE FORMULA

### A. Water Treatment Plant

Construction Assistance and Review per Month (3)                      \$ \_\_\_\_\_

#### Annual Fixed Operation, Maintenance and Management Component (1)

Account Number	Description	Budgeted Costs
1111	Reg Salary, Vac/Sick/Holiday	_____
1112	Overtime Salary	_____
1113	FICA	_____
1114	Group Health and Life	_____
1115	Medicare Insurance	_____
1116	Workers Compensation	_____
1311	Travel Expense	_____
1312	Training Fees, Tuition	_____
1318	Uniforms	_____
1325	Association Dues	_____
2101	Books and Subscriptions	_____
2102	Office Supplies	_____
2108	Data Processing Supplies	_____
2109	Software	_____
2115	Janitorial Supplies	_____
2116	Chemicals	_____
2121	Duplicating and Photography	_____
2125	Gas, Oil, Antifreeze	_____
2131	Food	_____
2135	Lab Supplies	_____
2138	Agricultural and Botany	_____
2142	Regulatory supplies	_____
2161	Small Equipment and Hardware	_____
2172	Medical Supplies	_____
2175	Electrical Supplies	_____
2178	Paints and Solvents	_____
2182	Equipment Parts, Fittings	_____
2185	Parts, Fittings/Plumb/Heat/Electric	_____
2199	Supplies Not Classified	_____

Total Fixed Costs	\$ _____
Variable O&M Component (2)	\$ _____
Total	\$ _____
Number of Personnel to be assigned to the WTP and Water System	_____
Minimum Number of Visits to the WTP per week	_____
Number of Hours anticipated to be spent by Personnel each week	_____

- (1) The fixed component represents the operations and maintenance fee. This fee is a fixed fee, subject to annual CPI adjustments only.
- (2) The variable component is the electrical and fuel consumption costs. Actual invoices shall be used to confirm these costs.
- (3) The monthly cost for construction involvement activities including review of the construction plans, recommendations to the contractor to facilitate the operation, and occasional site visits to the job site. This line item also includes any pre-operation activities such as purchasing and setting up a system for billing the customers, any type of SCADA system the operator wishes to use and setting up the backflow prevention monitoring program.

**B. Meter Reading Service (cost per meter read) \$ \_\_\_\_\_**

**C. Billing Service (cost per bill prepared, mailed and collected) \$ \_\_\_\_\_**

**D. Backflow Prevention Monitoring (cost per device) \$ \_\_\_\_\_**

**DISCLAIMER STATEMENT**

The information contained in this Request for Proposals (RFP) has been prepared for the Village by its consultants based, in part, on information provided to them by others, and such information is believed to be accurate and reliable. However, by its receipt of this RFP, the party whose name appears below, releases and forever discharges the Village and its representatives (including staff and consultants or other professional advisors) from any and all claims which such person has, have or may hereafter have arising from any information contained in this RFP. Any party who intends to submit a response to this RFP is specifically invited to independently verify the accuracy of the information contained herein. Nothing contained herein shall preclude any actions under any agreed upon Contract.

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Name of Proposer

---

Signature of Authorized Representative of Proposer

---

Typed Name, Title

---

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
AND OTHER RESPONSIBILITY MATTERS**

The Proposer certifies to the best of its knowledge and belief that it and its principal officers and stockholders:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal, state, or local department or agency;
- (b) Have not within a seven-year (7) period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicated for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification, and;
- (d) Have not within a seven-year (7) period preceding this Proposal had one or more public transactions (federal, state, or local) terminated for cause or default except as follows:

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I understand that a false statement on this certification may be grounds for rejection of this Proposal or termination of the award. In addition, a false statement may result in assessment of maximum penalties allowed under the law.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

I am unable to certify to the above statements. My explanation is attached.

**NON COLLUSION STATEMENT**

The Village of Long Grove  
3110 RFD  
3110 Old McHenry Road  
Long Grove, Illinois 60047

This is to certify that the undersigned Proposer \_\_\_\_\_

has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with this Proposal submitted on the \_\_\_\_\_ day of \_\_\_\_\_ 201\_.

\_\_\_\_\_  
Name of Proposer

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

**SCHEDULE 1  
PROJECTED WATER FLOWS AND LOADINGS**

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YEAR ONE OPERATION\*

Estimated End of Year Production Water Treatment Plant 37,224 gpd average daily flow

\*\*Note: The Year One and Year Two production and flow rates are based on the SSA businesses that will be initially connected.

\*\*Note: The volume of backwash water produced by the softening units is 1,178 gallons per unit per backwash cycle. A backwash cycle must be completed after 35,136 gallons of water are treated through a softening unit. The backwash water is discharged directly to the Lake County sanitary sewer system.

## **SCHEDULE 2 PREVENTATIVE MAINTENANCE**

Below is a partial schedule of preventative maintenance that will be required on the system. This schedule is not intended to be all-inclusive. The intent is to give the applicant an idea of what type of preventative maintenance will be expected. The operator will be required to keep a journal of all maintenance performed. The journal will be available for the Village's inspection at all times. Operator will be required to perform routine operational control testing as recommended by the IEPA.

### ***PREVENTATIVE MAINTENANCE – WATER SYSTEM***

#### **WATER DISTRIBUTION SYSTEM**

Flush hydrants bi-annually

Exercise valves to maintain in proper working order

Identify "dead ends" in the system. Flush hydrants in these areas more frequently to prevent material buildup.

Keep a record of any watermain breaks or repairs to the system

#### **WATER WELLS**

Monitor the drawdown in the wells and trends that show the water supply is being depleted. See Section 6.17 for additional monitoring requirements.

#### **WATER TREATMENT PLANT**

##### **CHLORINATION SYSTEM AND CHEMICAL FEEDS**

Periodic inspections of valving and manifolds to check for potential leaks

Check that gauges are operating correctly

Operate chlorinator at full range of feed rates

Check manual and automatic settings

Check operation of leak detector

Check operation of fans and ventilation equipment.

Read and record scales and meters at the same time each day.

Exercise all valves, inspect flexible connections and replace any that area kinked or flattened.

Inspect any hoisting equipment monthly for frayed or cut cables, cracked or bent beams or hooks.

Lubricate equipment, repack valves and regulators, clean and replace valve seats and stems

Inspect condition and parts of all repair kits and safety equipment.

##### **ION EXCHANGE**

Monitor resin annually and replace when necessary

Calibration of pH and ORP probes

Exercise valves to ensure proper operation.

Monitor and replace seals for Brine Pumps when necessary

#### HIGH SERVICE CENTRIFUGAL PUMPS

Change oil at least annually or as required by the manufacturer.

Record daily pumping rates for future records

Monitor and keep records of the electrical consumption of the pumps and the discharge pressures.

Replace O-Rings and Seals yearly or per manufacturer's recommendations.

Perform insulation resistance check and visual inspection of electrical cables

Check function of control equipment

Bearings and lubrication

General Overhaul of Pump per manufacturer's recommendations