

February 24, 2023

625 Forest Edge Drive ■ Vernon Hills, IL 60061

847.478.9700 ■ GHA-Engineers.com

Gregory Jackson

Village Manager
Village of Long Grove
3110 Old McHenry Road
Long Grove, Illinois 60047

RE: **RFP - Minimum Class B Water System Operator (Operate and Maintain) 2022**
Technical Proposal
GHA Proposal 2023.FUM004

Dear Mr. Jackson and the Village of Long Grove,

Thank you for the opportunity to secure continuation of our service to the Village of Long Grove for Water Operations. Gewalt Hamilton Associates, Inc. (GHA), an employee-owned corporation (ESOP) presents this RFP response, constituting a firm and binding offer to provide the high level of expertise and attention necessary to keep the Village's water system safe, efficient, and fully compliant.

The Team we have put forth is familiar to the Village, as this team has incrementally corrected and improved the water system since beginning this important responsibility. The Team, consisting of me, Jean Scher, and Robert Ullrich will continue to provide daily operations activities under the thorough continued guidance of Operator, Gary R. Gramhofer, as a Subcontractor.

The deep familiarity of the Team with the Long Grove water system, past, present, and future, is a clear advantage for the Village. We believe that this will help mitigate risk of errors or misunderstandings as the Village continues to improve the system and operate safely over the period of this agreement.

Please review this response by GHA, submitted with hope for our subsequent selection to assist the Village into the future. If there is any need to further clarification, we will be happy to immediately provide the information needed. We are looking forward to continuing our service to the Village.

Sincerely,

GEWALT HAMILTON ASSOCIATES, INC.



Michael Grinnell
Director of Facilities and Utilities Management
Direct: 847. 309.5438
MGrinnell@GHA-Engineers.com



**RFP: TECHNICAL PROPOSAL
Minimum Class B
Water System Operator
(Operate and Maintain)
2022**

Submitted By:

Gewalt Hamilton Associates, Inc.

625 Forest Edge Drive

Vernon Hills, Illinois 60061

847.478.9700 Office

847.478.9701 Fax

GHA Contact:

Mike Grinnell

Director – Facilities & Utilities Management

MGrinnell@GHA-Engineers.com

847.309.5438 Direct Line



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Primary Office Serving Long Grove

Gewalt Hamilton Associates, Inc.
625 Forest Edge Drive
Vernon Hills, IL 60061
847.478.9700

Contact

Mike Grinnell

Direct: 847.309.5438

MGrinnell@GHA-Engineers.com

SERVICE LINES

Municipal Engineering
Civil Engineering Design
Traffic Engineering
Transportation Planning
Water Resources
Environmental Consulting
Signal Coordination & Timing (SCAT)
Construction Phase Services

Water Operations

Geographic Information Systems (GIS)
Surveying & High Definition Scanning

IDOT PREQUALIFICATIONS

1. Special Studies - Signal Coordination & Timing (SCAT)
2. Special Studies - Traffic Studies
3. Hydraulic Reports - Waterways: Complex
4. Hydraulic Reports - Waterways: Typical
5. Special Studies- Location Drainage
6. Location Design Studies - Rehabilitation
7. Special Services - Construction Inspection
8. Location Design Studies - Reconstruction/Major Rehabilitation
9. Special Services - Sanitary
10. Special Studies - Feasibility
11. Special Plans - Traffic Signals
12. Highways - Roads and Streets
13. Special Services - Surveying
14. Special Studies - Safety
15. Hydraulic Reports - Pump Stations

Gewalt Hamilton Associates, Inc. (GHA), an employee-owned company, has more than 39 years of experience serving municipal, county, agency and private clients.

GHA boasts approximately 100 staff with impressive credentials, valuable areas of expertise and significant, applicable experience. We see every project as a collaborative experience, as our client's guide toward great outcomes.

UNIQUE STRENGTHS:

There are specific strengths that GHA has developed which have been of great advantage to our clients. Among the most valuable, and applicable across our service spectrum is **intentional, complete communication**. It's readily apparent that breakdowns in project continuity can commonly be attributed to communication errors that could have been avoided. We address this by being proactive and purposeful in how, when and why we communicate, with a conscious effort to reduce the risk of misunderstandings.

Additionally, GHA's approach to project management includes consistently **seeking every opportunity to reduce costs and protect project timelines**. We believe that our discovery of these opportunities has saved our clients significant funds over the course of each relationship, increasing the tangible value of choosing GHA as an engineering resource.

AN OWNER'S EFFORT:

In late 2018, GHA became an employee-owned organization (ESOP). GHA staff has always consistently delighted clients with our dedication, passion, and integrity. Now, with each and every GHA 'co-owner' bearing a true stake in the future, we declare an elevation of our already high standards, and "an owner's effort" in everything we do for you.

The virtues of a keen eye for savings and fresh solutions became permanent descriptors for GHA. This remains a daily focus for the entirety of GHA's executive leadership that includes GHA engineers who are well-known and respected throughout our region.



PROPOSER: Gewalt Hamilton Associates, Inc.
LEGAL STRUCTURE: Privately Held Corporation: ESOP
(Wholly owned by Employee Stock Ownership Plan Trust)
ORGANIZATION: 119 Employees (technical and non-technical)
HEADQUARTERS: 625 Forest Edge Drive – Vernon Hills, IL 60061

Gewalt Hamilton Associates, Inc. (GHA) is the current provider of Water System Operations for the Village. As known by the Village, our entry into Water Operations was set in motion due in large part to the strong experience of several GHA staff who had joined the firm in the past several years. Their expertise is of great advantage for our municipal clients’ projects by providing the Operations perspective to system design and improvements.

Clearly, the guiding principle of GHA’s approach to operations is **compliance**. All systems and processes are driven by the ultimate goal of error-free measurement, analysis, and reporting of compliance data to ensure complete safety and optimum efficiency of the water system. The individual components and actions that assure compliance, in the hands of GHA staff put forth in this proposal, helps eliminate any potential compliance errors or omissions. Further, under the complete supervision and approval of the Class B Operator (in this case, Gary Gramhofer Class A), highest quality data gathering and full compliance is strongly promoted.

TEAM HIGHLIGHTS:

Michael Grinnell **Project Manager**
Mike Grinnell is highly equipped with more than 35 years in public works, as well as his direct experience with GHA helping create and shape our water operations group, now serving numerous communities.

Gary Gramhofer **Minimum Class B Operator**
Gramhofer is the current Overseeing Operator for the Village system. He holds a Class A License and has been reliable and diligent throughout the current contract. While no longer in GHA’s employ, he is delighted to continue under this new Village Agreement.

Jean Scher **Quality Assurance (Daily Operations)**
• Holder of Class C License
• Former Public Works Superintendent, Village of Skokie: Skokie, IL (20+ years)

Robert Ullrich **Primary Operator (Daily Operations)**
• Holder of Class C License
• In-process toward Class B License
• Former Operator: Round Lake Beach, IL

Phil Freund **Lead Water Operations Field Technician**
• Formerly with the Village of Barrington Public Works where he managed all aspects of water and sanitary sewer maintenance and improvement projects.
• Over 36 years of experience

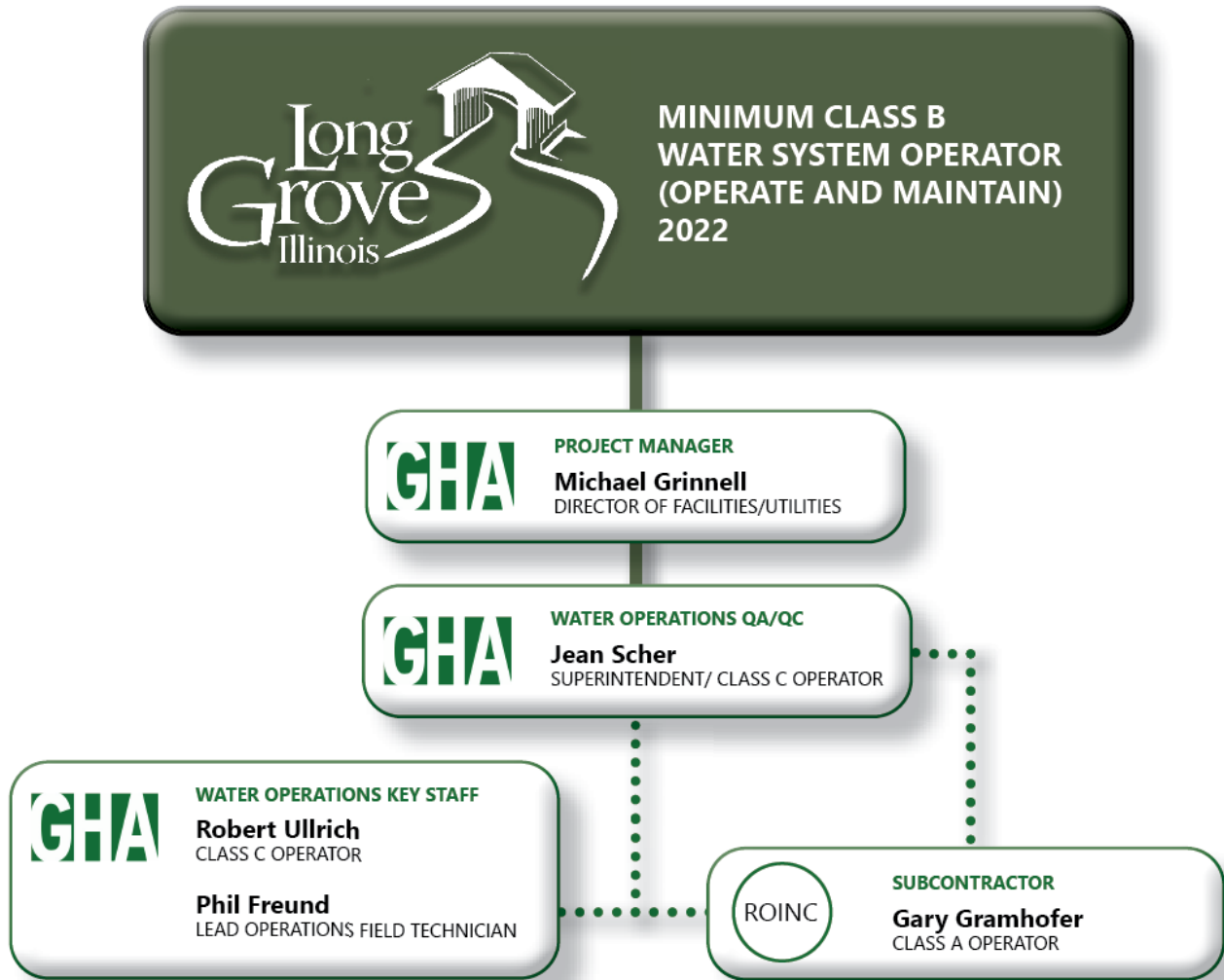
CLEAR ADVANTAGES:

The People - With this Team in place continuing forward, the Village can be assured that the significant progress made through the current Agreement in elevating the quality and efficiency of the system will continue **without the time and expense for on-boarding** a new Consultant.

Value in Agility - Additionally, as a result of the COVID-19 emergency and associated unusual circumstances, we now know that GHA is a **reliable partner for the Village**, proving that the ability to adapt to dramatically changed daily business protocol and still fully conform to all procedures supporting compliance.

Support from Within – Among the well-known qualities associated with GHA is our belief on **whole-organization support**. GHA's Municipal Division remains ready to assist with any need that supports our successful performance.

PROJECT ORGANIZATIONAL CHART:



FIRM: **Gewalt Hamilton Associates, Inc. (GHA)**
625 Forest Edge Drive
Vernon Hills, IL 60061

SUBCONTRACTOR: **Gary Gramhofer – OVERSEEING OPERATOR**
Address: 421 Minuet Circle – Volo, IL 60073
Phone: 815-345-6508
Email: gary@gramhofer.com

RESUMÉS FOR KEY TEAM MEMBERS FOLLOW:



Professional Registration

OSHA Excavation
Competent/Trench
Safety Certification

OSHA Confine Space
Permit Required
Certification

OSHA Asbestos Cement
Pipe Removal Class II
Certification

FEMA Incident Command
System - ISC 100 and ISC
200

FEMA National Incident
Management System
(NIMS) IS-700

FEMA National Response
Framework IS- 00

Memberships

American Public
Works Association

American Water
Works Association

Michael J. Grinnell

Director of Facilities and Utilities Management Division

Gewalt Hamilton Associates, Inc.

Direct: 847.821.6282

MGrinnell@GHA-Engineers.com

Experience

Michael J. Grinnell is a Senior Engineer Technician with over 35 years of Public Works experience in the sewer and water industry. His career has concentrated on the maintenance and rehabilitation of water collection and delivery systems. Mr. Grinnell works with GHA's Construction & Survey and Municipal Divisions, combining his strong client and contractor relationships with decades of experience.

Supervision of Water Operations and Supporting Functions

Mr. Grinnell's deep experience as a Public Works Executive, positions him to offer guidance and management of all water operations activities for GHA's Municipal clients engaged in this service line.

Communities include:

Village of Long Grove

- ◆ Water: Operate and maintain distribution building and supply system. Serve as ROINC for system. Coordinate and prepare annual LMO-2 water audit.

Village of Riverwoods

- ◆ Water: Operate and maintain distribution building and supply system. Serve as ROINC for system. Coordinate and prepare annual LMO-2 water audit.
- ◆ Wastewater: Oversight on collection systems and CIP improvements

Northfield Woods Sanitary District

- ◆ Wastewater: Operate and maintain lift stations, collection systems, CIP upgrades, and superintendent duties.

Village of Bannockburn

- ◆ Water: Oversight on distribution systems and CIP improvements.
- ◆ Coordinate and prepare annual LMO-2 water audit.

Manhole/Structure Scanning and Reporting Services

Mr. Grinnell has been the key driver of GHA's manhole/structure inventory and assessment program since its inception in late 2018. He has worked directly with the manufacturer of the SPiDER scanner to implement improvements that enable this cutting-edge scanner to become a useful engineering tool. These advancements made it possible for GHA to provide a considerable elevation of data that fuels superior assessment and maintenance scheduling associated with underground assets. Grinnell also conducts training and refinement of processes used by GHA's field personnel.



Licensure

IEPA class "C" Water Plant Operators Certification

Illinois CDL class "B" CDL

IEPA Cross-Connection Control device Inspector

IEPA CFC License

Electrician License

Mechanical License

Memberships

American Water Works Association

Jean Scher

Water Operations Superintendent

Gewalt Hamilton Associates, Inc.

Direct: 847.821.6214

JScher@GHA-Engineers.com

Experience

Jean Scher recently joined GHA's Water Operations Group following more than thirty-five years of experience that includes his most recent role as Public Works Superintendent with the Village of Skokie, where he oversaw the operations of the Water and Sewer Division, as well as the Automotive Maintenance and Building Maintenance Divisions. Mr. Scher's direct experience and hands-on approach support GHA's efforts for Water Operations clients, as well as associated consulting within related GHA service lines.

Water Operations and Supporting Functions

Mr. Scher's deep experience in public works provides the platform for him to offer guidance and management of all water operations activities for GHA's municipal clients engaged in this service line.

Village of Long Grove

Water: Operate and maintain building and supply system. Coordinate and prepare annual LMO-2 water audit and Consumer Confidence Report.

Village of Riverwoods

Water: Coordinate and prepare the Risk/Resilience analysis and Emergency Response Plan. Operate and maintain distribution building and supply system. Coordinate and prepare annual LMO-2 water audit and Consumer Confidence Report.

Village of Northfield

Water: Coordinate and prepare the Risk/Resilience analysis and Emergency Response Plan. Coordinate and prepare annual LMO-2 water audit.

Village of Bannockburn

- ◆ Coordinate and prepare annual LMO-2 water audit.

EXPERIENCE PRIOR TO GHA

Public Works Superintendent, Village of Skokie (2001-2021)

- Oversee the operations of multiple divisions of the Public Works Department including Water and Sewer, Flood Control, Facility Maintenance and the Automotive Maintenance divisions.
- Plan and prepare the annual operating and capital improvement budgets of the Water and Sewer, Flood Control, Facility Maintenance and the Automotive Maintenance Divisions.
- Procurement of capital items such as equipment and vehicles.
- Maintain compliance with regulatory agencies.
- Prepare reports including monthly divisional and annual IDNR

and IEPA water reports.

- Work with engineering firms related to MS4 and CSO permit required reports as well as the creation of CMOM and Chloride Reduction plans.
- Work with engineering firms, consultants and contractors on construction projects including water main replacement, sewer rehabilitation, and facility improvements.
- Achieved and maintained APWA full accreditation status.
- Oversee personnel issues including hiring, corrective action and termination of employees.
- Work with residents to achieve an amenable resolution to issues.

Pump Station Supervisor, City of Evanston (1996-2001)

- Oversee the operations and maintenance of the Evanston Water Department Pumping division. Maintenance activities for all equipment related to pumping operations as well as the physical building.
- Plan and prepare the annual operating and capital improvement budgets of the Pumping division.
- Procurement of operational and capital items.
- Prepare monthly divisional reports.
- Work with engineering firms related to MS4 and CSO permit required reports as well as the creation of CMOM and Chloride Reduction plans.
- Work with engineering firms, consultants and contractors on construction projects including switchgear replacement, high lift, low lift pump and drive replacements. SCADA replacement, and facility improvements.

**Education**

Construction
Management - McHenry
County College

**Professional
Registration**

Class C Operator –
Illinois EPA

Robert Ullrich**Engineering Technician II**

Gewalt Hamilton Associates, Inc.

Direct: 847.821.6290

RUllrich@GHA-Engineers.com

Experience

Mr. Ullrich is experienced in the realms of public works, water/wastewater systems, electrical systems, layout, grading, excavating, and knowledge of construction practices and principles. He joined GHA in 2020 to work within both the Municipal and Construction Divisions.

Water Operations - Long Grove, Grayslake, and Round Lake Beach, IL

Mr. Ullrich performs water operations for GHA on behalf of the Villages of Long Grove, Grayslake, and Round Lake Beach, with strict adherence to all guidelines set forth by governing agencies for safety and efficiency.

Lincolnwood Water Transmission Main Project, Skokie, IL

The new Village of Lincolnwood water transmission main requires construction spanning almost two (2) miles through the Village of Skokie. Mr. Ullrich is providing outside construction observation services for the Village of Skokie for the portion crossing through. While the Lincolnwood team will oversee the construction of the entire project, Skokie selected GHA to bolster in-house observation during the construction through Skokie. Construction in Skokie is expected to commence in early March and be substantially complete by early July.

*Experience Prior to Joining GHA:***Water Operator, Village of Round Lake Beach, IL**

Mr. Ullrich maintained the Village's water distribution and sewer collection systems. He collected all required water samples, identified any deficiencies and made improvements when necessary to meet current codes and regulations. He also developed and implemented improvements in standard operating procedures and proactive maintenance processes.

Public Works – Maintenance Staff, Johnsburg, IL

Mr. Ullrich helped maintain the Village's water system, sewer collection system, and activated sludge treatment plant. He also participated in maintenance projects benefitting roads, parks, and facilities.



Phil Freund

Lead Field Technician: Facilities and Utilities Management

Gewalt Hamilton Associates, Inc.

Direct: 815.355.6931

PFreund@GHA-Engineers.com

Education

McHenry County College
for Fire and Science
Technology

Professional Registration

OSHA Excavation
Competent/Trench
Safety Certification

OSHA Confined Space
Permit

FEMA National Incident
Management System
(NIMS)

ISC 100
ISC 200
ICS 300
ICS 400
IS 700
IS 703.A
IS 800.A

Memberships

American Public Works
Association

American Water Works
Association

Awards

Professional Manager of
the Year Award - Public-
Right- of-Way by the
National Chapter of
APWA 2022

Experience

Phil Freund is an Engineering Technician IV with over 36 years of Public Works experience in the sewer and water industry. His career has concentrated on the maintenance and rehabilitation of the sanitary sewer collection system, and the potable water delivery system.

Mr. Freund works with GHA's Facilities and Utilities Management and Municipal Divisions, combining his strong client and contractor relationships with decades of experience.

Mr. Freund retired from the Village of Barrington Public Works where he managed all aspects of water and sanitary sewer maintenance and improvement projects. He collaborated with a cross-functional team to develop five-year capital improvement plans and was directly involved in developing annual budgets for operations, maintenance, replacement, and construction. He also managed snow and ice salting and plowing operations.

Supervision of Water Operations and Supporting Functions

Mr. Freund's deep experience as a Public Works Supervisor, positions him to offer guidance and management of all water and sewer maintenance operations activities for GHA's Facilities and Utilities Management and Municipal clients engaged in this service line.

Communities include:

Village of Long Grove

- ◆ Water: Operate and maintain distribution building and supply system.

Village of Riverwoods

- ◆ Water: Operate and maintain distribution building and supply system.
- ◆ Wastewater: Oversight on collection systems and CIP improvements

Northfield Woods Sanitary District

- ◆ Wastewater: Operate and maintain lift stations, collection systems, CIP upgrades, and superintendent duties.

Village of Bannockburn

- ◆ Water: Oversight on water distribution systems and CIP improvements.

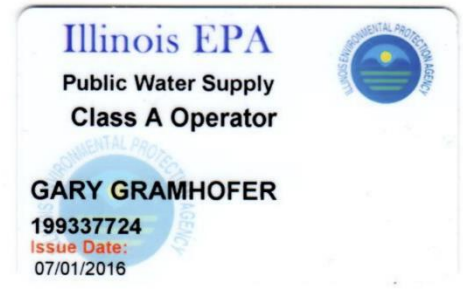
Village of Round Lake Beach

- ◆ Water: Oversight on water distribution, sanitary and lift station systems.



Gary R. Gramhofer

421 Minuet Circle
Volo, IL 60073
Phone: (815) 345-6508
Email: gary@gramhofer.com



EXPERIENCE:

November 11, 2019 to Present: **USABlueBook**, *Technical Support Specialist*. Partner with sales to provide expertise and answer questions regarding products and services. Demonstrate how product/services can solve customer issues and create sales and opportunities. Develop strategic relationships with vendors. Promote and reinforces business image as a total solutions provider. Nature of work requires increasing independence; receive guidance only on unusual complex problems or issues. Provide general guidance/direction to or train junior level support personnel or professional personnel. Provide product quotes on special order items. Provide product troubleshooting advice for products such as pumps, valves, hydrants and sewer collection systems.

May 1, 2019 to November 8, 2019: **Gewalt Hamilton Associates, Inc.**, *Engineering Technician*. Function as client/project manager, troubleshoot project designs/issues/resolutions with project managers/divisions. Responsible operator in charge for the Village of Long Grove. Manage train existing staff in operation requirements. Review sanitary sewer and water main systems. Develop recommendations, capital improvement, and or operation and maintenance plans. Responsible for ensuring that task and project schedules and budgets are met.

June 30, 2015 to April 30, 2019: **USABlueBook**, *Technical Support Specialist*. Partner with sales to provide expertise and answer questions regarding products and services. Demonstrate how product/services can solve customer issues and create sales and opportunities. Develop strategic relationships with vendors. Promote and reinforces business image as a total solutions provider. Nature of work requires increasing independence; receive guidance only on unusual complex problems or issues. Provide general guidance/direction to or train junior level support personnel or professional personnel. Provide product quotes on special order items. Provide product troubleshooting advice for products such as pumps, valves, hydrants and sewer collection systems.

April 9, 2012 to December 19, 2014: **Village of Round Lake Beach Public Works Department**, *Public Works Director*. Position oversees 19 union employees in four divisions; Streets and storm drainage, water and sanitary sewers, forestry and grounds, and facilities and properties. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Oversee the procurement, maintenance, and operation of Village-owned facilities and infrastructure.

September 2, 2011 to April 9, 2012: **Village of Round Lake Beach Public Works Department**, *Interim Public Works Director*. Position oversees 20 union employees in four divisions; Streets and storm drainage, water and sanitary sewers, forestry and grounds, and facilities and properties. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Oversee the procurement, maintenance, and operation of Village-owned facilities and infrastructure. Put together bid documents for street sweeping, mowing of Village properties, janitorial services, snowplowing, and capital items as required.

September 2, 2008 to September 2, 2011: **Village of Round Lake Beach Public Works Department, Assistant Public Works Director.** Position oversees 20 union employees in four divisions; Streets and storm drainage, water and sanitary sewers, forestry and grounds, and facilities and properties. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Provide support to the Public Works Director and assume the Director's responsibilities in his absence. Assist the Director with special projects, perform management analysis and conduct research, budget preparation, and capital planning.

August 2003 to April 2008: **Village of Gurnee Public Works Department, Director of Public Works.** Position oversees 34 employees in three divisions; street, utility, and vehicle maintenance. Responsibilities include planning, directing and coordinating the activities of the Public Works Department. Oversee the procurement, maintenance, and operation of Village-owned facilities and infrastructure.

OTHER TRAINING

- Attended the 44th Annual Allerton House Conference for Water Utility Management in October of 1995
- Confined Space Entry
- Trench Shoring
- Incident/accident Investigation
- Attend local and national association seminars and conventions to keep current on issues and products that affect municipalities
- Meet the required 30 hours of continuing education every three years as required by the Illinois Environmental Protection Agency for renewal of Class A Water Operator's License
- Nuts and Bolts of SCADA Systems

EDUCATION

Bachelor of Science Degree in Business Administration from Columbia College of Missouri

ACCREDITATIONS

- Illinois Class A Potable Water Operator's License
- Illinois EPA Cross-Connection Control Device Inspector

AWARDS RECEIVED

- 2002 Illinois Potable Water Supply Operators Association Operator of the Year.
- Award of Merit from the American Public Works Association Chicago Chapter March 17, 1994, which recognizes exceptional service to the Public Works profession

PROFESSIONAL MEMBERSHIPS

- Planning & Zoning Commissioner for the Village of Volo, Illinois 1/20/2015 to 4/30/16
- North Suburban Water Works Association. Served as Secretary/Treasurer 1992 and 1993; President 1994. Served as Program Chairman 1992 to 2003
- American Water Works Association
- Illinois Section AWWA
- American Public Works Association



Since May 2020, GHA has overseen the operations of the Long Grove Water Treatment Plant. This experience is invaluable as GHA knows the systems, its pressure points and knows a brief history of performance. GHA is also uniquely qualified to be the Water Operator as we also serve as the Village Engineer. By filling both roles, communication can be streamlined if/when issues arise and capital improvements are identified.

Since becoming operator of Long Grove's Water System, GHA staff has **identified and corrected a number of deficiencies**, which include replacement of parts, including the critical flow control valve, to stabilize the system to **minimize high-pressure and low-pressure alarms**, replaced rusted reservoir hatches, analyzed the sand filtration media, and **improved processes for alarm response and chemical delivery**. Specifically, all alarms are now coded for ease of diagnosis and chemicals are now delivered and placed into the appropriate place, e.g. in the brine tank, which was not previously done. The process changes have resulted in **lower operation costs**.

Reliable in Emergencies

As Operator of Long Grove's Water System, the most unfortunate event came on March 16, 2020. On that date, there was a water main break that emptied the water system in less than 30 minutes. GHA staff promptly responded to the emergency, took the necessary steps to isolate the problem and restore the water system operations. Unfortunately, a 48-hour mandatory boil order was issued for the water system users and GHA coordinated the boil order with the Lake County Health Department and Illinois EPA. This incident did not result in non-compliance and **demonstrates GHA's ability to respond to unanticipated events** and restore the system in a timely fashion.

Safety

Safety is of the utmost importance for GHA staff and operators. As experienced water operators, GHA staff is **knowledgeable in safety procedures and correct methods** to handle chemicals and operate the mechanical components of the water system. Long Grove's water operations is GHA's first O&M type contract and we **have not had any safety incidents since becoming the water operator**.

Project Experience

The following represents our Team's project experience:

VILLAGE OF RIVERWOODS

Assisted the Village of Riverwoods in negotiating the contract with Northbrook to become the primary supplier of Lake Michigan water to the community. The project involved a new connection and metering station in Northbrook; 4,500 feet of 12-inch water main (including a 150-foot auger and jack crossing of Lake Cook Road); reservoir upgrades in Riverwoods to accept the new source; System Control and Data Acquisition and wireless telemetry improvements.

GHA fast-tracked the project and was able to complete the design, permitting and construction schedules. The new supply was operational within one year of contract acceptance.

VILLAGE OF LONG GROVE

This references the current contract with GHA and the Village. In the period covered by this contract, significant progress was made in correcting deficiencies, improving operational processes and efficiency. We have continued successfully with initiatives identified.

VILLAGE OF GRAYSLAKE

Team member, Rob Ullrich (Class C) is currently the Operator for the water system in the Village of Grayslake.

Contract Completion

GHA has successfully completed all contracts within the last 10 years and not had any contracts terminated by a governmental agency within the last 10 years. Due to this exemplary record, GHA has not paid any liquidated damages, fines or penalties on their service contracts.

Financial Qualifications

GHA's Audited Financial Statements that are available and are within the year range requested are presented with this proposal package sealed separately and marked CONFIDENTIAL. The additional year has not yet been audited and would be available when completed, and if required.

[Bid bond, bank draft, cashier's check or certified check payable to the order of the Village of Long Grove](#)

A cashier's check is included in the Cost Proposal response as directed by the Village.

[Insurance and Professional Liability Coverage](#)

GHA carries robust insurance, including Professional Liability insurance. We will be delighted to produce a Certificate of Insurance naming the Village as additional insured. Please find evidence of our sufficient insurance (COI) following this page. We will be happy to provide one naming the Village as additional insured. Professional liability appears on line D (Policy ANE1118020-19)

[Performance and Surety Bonds](#)

Please find, following the COI, a letter from our insurance agency (Crissie Insurance Group) stating GHA's qualification for the necessary performance/surety bonds.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MMDD/YYYY)
09/26/2022

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 Crissle Insurance Group 6400 Shafer Court Suite 600 Rosemont IL 60018		CONTACT NAME: Anne Christy-Stob, CISR PHONE (A/C, No, Ext): (847) 296-0655 FAX (A/C, No): E-MAIL ADDRESS: anneco@crissleins.com	
INSURED Gewart Hamilton Associates, Inc. 625 Forest Edge Drive Vernon Hills IL 60051		INSURER(S) AFFORDING COVERAGE INSURER A: National Fire Insurance Company of Hartford INSURER B: Continental Casualty Company INSURER C: Underwriters at Lloyds of London INSURER D: INSURER E: INSURER F:	
		NAIC #	20478
		20443	

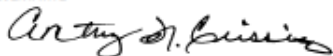
COVERAGES **CERTIFICATE NUMBER:** 2022-2023 **REVISION NUMBER:**

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 (MMDD/YYYY)	POLICY EXP (MMDD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6043217108	09/30/2022	09/30/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			6043217092	09/30/2022	09/30/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6043217099	09/30/2022	09/30/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	6049525032	09/30/2022	09/30/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Architects and Engineers Professional Liability			ANE1118020-22	09/10/2022	09/10/2023	Each Claim w/\$75K Ded. \$2,000,000 Aggregate w/\$225K Ded. \$4,000,000

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

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CERTIFICATE HOLDER Proof of Insurance	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 

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ACORD 25 (2016/03)

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Crissie Insurance Group
ACRISURE® | AGENCY PARTNER

February 22, 2023

Re: Gewalt Hamilton & Associates, Inc.
Bid for Long Grove Water Ops

To Whom it may Concern:

Please be advised that Gewalt Hamilton Associates, Inc. is qualified for Performance/Surety Bonds through our Agency for 125% of the amount of this contract.

Sincerely,

DocuSigned by:
Anne L. Christy-Stob

05D03BA1ECE54A1...

Anne Christy-Stob
Senior Commercial Lines Account Manager
Crissie Insurance Group

1700 HIGGINS ROAD - SUITE 320 - DES PLAINES, IL 60018

PHONE: 847-296-0655 - FAX: 847-297-7779

www.crissieinsurance.com

GHA staff will continue to operate the Water Treatment Plant as we do on the currently active contract. We will continue to treat the Village's infrastructure with utmost care, as if it were our own. Regular care will help keep the components in good working condition with the intention of reducing the likelihood of more expensive repairs later.

Due to the Ion-Exchange treatment required, daily visits to the treatment plant will be completed. The primary staff responsible for the daily operations will be **Rob Ullrich** and **Phil Freund**; they will be guided and supported by ROINC **Gary Gramhofer** and **Mike Grinnell** as illustrated on the organizational chart.

The chemicals necessary for the daily operations of the Water Treatment Plant include sodium hypochlorite and salt. Delivery of sodium hypochlorite is required approximately quarterly in 15-gallon containers and delivery of salt is required monthly on commercial pallets. GHA proposes to continue using the existing vendors for these products.

GHA has strong, established working relationships with Village staff, the Long Grove Fire Protection District and Lake County Public Works Department. Our office has interacted with the Lake County Sheriff sporadically. We have served as the Village's Engineer under our tagline, "A Personal Approach" and will continue that approach as the Village's Water Operator.

Operations and Maintenance Plan for Water Facility and System

As part of the daily operations, the following information will be documented:

- usage (hours) of all distribution pumps,
- reading of distribution flow meter,
- reading of well flow meter, hydropneumatic tank level, water pressure, usage of air compressors,
- readings of both softener flow meters,
- readings of the finished water flow meter, reservoir levels, usage of both deep wells, brine solution meter, brine dilution meter, sodium hypochlorite levels, generator fuel level, and,
- test and document the water's pH, alkalinity, chlorine and hardness.

These readings and tests will be completed onsite by GHA staff. On a weekly basis, the raw water hardness will be tested and documented by GHA staff, while onsite. The fixed fee includes these items, including the purchase of the necessary supplies to complete these tests.

On a monthly basis, water samples will be taken and sent to PDC Laboratories to test for coliform and E Coli levels. These results will be submitted to the Illinois EPA for regulatory compliance.

On an annual basis, water samples will be sent to PDC Laboratories for testing of Lead/Copper, Stage 2 Disinfectants and Disinfection Byproducts, Nitrates, and VOCs.

These results will also be sent to the Illinois EPA for regulatory compliance. To date, all reports submitted by GHA have been approved and accepted.

Operations Maintenance Management System

GHA keeps an inventory of spare parts, mostly meters, and submits that information to the Village Accountant monthly or as requested. There are also some spare pumps, most critically a spare chlorine pump, at the pump station that are inventoried and rotated into service.

Ten-Year Maintenance Plan

GHA drafted a 10-year maintenance plan for the Water Treatment Plant in March 2020. In review of that draft plan, we anticipate the following capital improvements necessary within the life of this contract:

2021: Arch Flash (deferred from 2020)
Reservoir Inspection (deferred from 2020)
Rebuild Cla-Val Automatic Blending Valve
Infrared Testing to inspect the high voltage cabinets
Flow Meter Testing to calibrate
Generator Preventative Maintenance and Load Banking
Well Inspection and Annual Testing
Minor building repairs
Vibration Analysis for Distribution Pump #1
Rebuild Chlorine Pump
New 1.5 hp Brine Pump

2022: Generator Preventative Maintenance and Load Banking
Well Inspection and Annual Testing
Hydropneumatic Tank inspection with an external pressure vessel
Minor building repairs
Vibration Analysis for Distribution Pump #2

2023: Infrared Testing to inspect the high voltage cabinets

Generator Preventative Maintenance and Load Banking
Well Inspection and Annual Testing
Minor building repairs
Vibration Analysis for Distribution Pump #3
Rebuild Chlorine Pump
Driveway sealcoat and striping

2024: Flow Meter Testing to calibrate
Generator Preventative Maintenance and Load Banking
Well Inspection and Annual Testing
Minor building repairs
Replace Ion Exchange Resin

2025: Arch flash testing
Infrared Testing to inspect the high voltage cabinets
Reservoir Inspection
Well Inspection and Annual Testing
Minor building repairs
Vibration Analysis for Distribution Pump #4
Rebuild Chlorine Pump

Record Keeping and Reporting

The highest standards of record keeping and reporting, as directed by applicable regulating agencies and the Village of Long Grove, will be met throughout the contract, including the Annual Report.

The personnel identified in this proposal are extremely familiar with all operational requirements and guidelines for and by the Illinois Environmental Protection Agency.



Backflow Prevention & Monitoring

GHA last completed the required backflow prevention testing at the Water Treatment Plant, through a subcontract with Mergenthaler Plumbing, in November 2019. There are three backflow prevention devices at the Water Treatment Plant.

Sampling and Testing

GHA will visit the Water Treatment Plant daily to take the readings, measurements and recordings as outlined in this document. The daily tests will be completed by the inspection staff while onsite. These tests are performed with litmus-type papers. The monthly and yearly tests require laboratory testing. GHA proposes to collect the water samples as required and deliver them to PDC Laboratories for testing. In GHA delivering the samples, that is a safeguard to protect the chain of custody. The fees for the monthly and yearly tests are included in the base fee.

Emergency Preparedness Plan

America's Water Infrastructure Act of 2018 requires that municipal water systems that serve more than 3,300 customers have an Emergency Response Plan. The requirement to have an Emergency Response Plan has become topic of discussion in Illinois over the last few months. As this is a relatively new requirement and, more importantly, as Long Grove does not have 3,300 customers, Long Grove does not have a formal Emergency Response Plan, nor is it required to.

GHA is very familiar with Emergency Response Plans in our experiences in Grayslake and Round Lake Beach. Chuck Bodden is certified by the American Water Works Association (AWWA) to facilitate compliance with these plans.

Billing

The Village of Long Grove reads the meters and invoices their customers on a quarterly basis. GHA has completed four (4) billing cycles for the Village and has seen the system progress from a manual system to a more automated system with BS&A software.

All meters in Long Grove are installed with an exterior touchpad. As the touchpads have been installed the location of the touchpads has been documented for reference. The meter reading process requires a Sensus hand-held data collector to transmit data from the meter to the reader. The reader itself holds five (5) readings, thus they need to be manually transferred multiple times during the process. Once the meters are read and the usage input, the Village has the utility module of BS&A software that can generate the customer invoice. GHA will generate, print and send the invoices. Payments are either mailed to Village Hall or paid online.

With the manual transfer of data, there are chances of inaccurate readings. As a quality control measure, our office compares the current usage with the prior quarter. If the usages are reasonably close, the invoice is generated and mailed. If the usages differ significantly, GHA will re-read the meter to confirm accuracy. There have been times that customers dispute the usage. In those cases, GHA will re-read the meter and has met with the owners to discuss their concerns. On a couple occasions, leaky fixtures have been identified by GHA as the culprit.

Another quality control measure is for GHA to review the meters for the five (5) high users on a monthly basis. It is good practice to document large uses monthly to quickly identify trends, whether they be increased usage or perhaps a faulty meter.

Illinois EPA Compliance

At the core of virtually all operations is IEPA compliance. All members of the proposed Team are highly familiar with and historically completely compliant with all IEPA requirements of documentation and submission.

OSHA Compliance Plan

As previously noted, safety of GHA staff is of utmost importance. GHA will continue to monitor the latest innovations and techniques for the operation of the Water Treatment Plant and will, as we commonly do, attend trainings and seminars as they are available and applicable to Long Grove's Water System.

Permit Compliance Plan

The Village Community Water System (CWS) is regulated by the Illinois EPA and as noted, the required testing forms are submitted to the Illinois EPA on a monthly basis for permit compliance. Over the past year, GHA has also submitted various reports to the Lake County Public Works as the Water Treatment Plant residuals discharge to the county sewer system.



GHA plans to subcontract with **Mergenthaler Plumbing** for all required water meter installations. We anticipate this will only be needed sporadically during the life of this contract as most users in the Historic Downtown Business District have connected to the Village's water system and no future water main extensions are planned at this time.

Mergenthaler Plumbing (Work at Long Grove WTP)

Mike Cork

1450 Paddock Dr.

Northbrook IL 60062

847-877-6230

mike@mergenthalerinc.com

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Certification Regarding Debarment, Suspension, And Other
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