MEMORANDUM

To: Carie Anne Ergo, Village Administrator
From: Ross Hitchcock, Director of Public Works
Date: November 20, 2019
Subject: 2019 Water Distribution System Analysis - Request for Qualification (RFQ)

Introduction
The purpose of the distribution system analysis is to provide a comprehensive view of the potable water distribution system regarding design and maintenance. The project contains three reporting aspects which will assist the VILLAGE in suppling important fire flow information as well as current maintenance needs. The first portion, line capacity testing, will be performed on approximately half the town annually and will alternate each year. The VILLAGE currently has approximately 692 fire hydrants. The second portion of the system analysis is to perform an annual leak survey. The leak survey will be performed annually and will include all fire protection piping within the village (approximately 73 miles of water main and 882 fire hydrants). The third aspect of the system analysis is to perform main line valve turning in which one third (1/3) of the VILLAGE will be performed each year annually (approximately 220 annually). With completion of each portion of the analysis, a full report of findings and data will be submitted in both writing and electronically for incorporation to the VILLAGE GIS system.

Discussion
The water distribution system analysis is a professional service. Following the Quality Based Selection (QBS) guidelines, we advertised an RFQ for the water distribution system analysis in November. We received one qualified vendor response. M.E. Simpson has provided the Village with a three-year proposal to perform a total water system analysis. M.E. Simpson has performed these services in the past with great success. This proposal’s average cost per year is $36,000.

Staff Recommendation
I recommend this item be forwarded to the Committee of the Whole meeting December 3, 2019 for consideration and approval.

Attachments
M.E. Simpson Annual Cost Sheets.
M.E. Simpson Statement of Qualification Packets will be available at the Meeting.
INVESTMENT

A commitment to improving and maximizing the Village of Itasca, Illinois water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to offer our proposal for a Valve Exercising Program for the Village of Itasca, Illinois. This program is based on locating, exercising, assessing and documenting valves in a per-selected area in the Utility's water distribution system. The exercising and documentation will be done by one of our two-man teams', in accordance with the above Scope of Service, with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

Valve Assessment, Exercising Fee:

<table>
<thead>
<tr>
<th>Year</th>
<th>Valves Exercised</th>
<th>Rate per Valve</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019</td>
<td>220</td>
<td>$49.00</td>
<td>$10,780.00</td>
</tr>
<tr>
<td>2020</td>
<td>220</td>
<td>$49.00</td>
<td>$10,780.00</td>
</tr>
<tr>
<td>2021</td>
<td>220</td>
<td>$51.00</td>
<td>$11,220.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>$32,780.00</strong></td>
</tr>
</tbody>
</table>

Additional Service Options:

New Asset GPS points | $5.00 each

*Any additional valves will be charged a fee to match the given year structure.
**Fee applies to new structures and not structures that currently have GPS points.

We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.
INVESTMENT

A commitment to improving and maximizing the Village of Itasca, Illinois water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our “Proposal” for a Water Distribution System Leak Detection program for the Village of Itasca, Illinois. M.E. Simpson Co., Inc. will perform our leak detection services on approximately 73 miles of watermain within the Village of Itasca, Illinois water distribution system. The survey will be completed by listening on the accessible main line valves, fire hydrants and as needed services by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

Leak Survey Fee

<table>
<thead>
<tr>
<th>Year</th>
<th>Program Fee</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 Water Supply</td>
<td>$190.00 per mile</td>
<td>$13,870.00</td>
</tr>
<tr>
<td>2020 Water Supply</td>
<td>$190.00 per mile</td>
<td>$13,870.00</td>
</tr>
<tr>
<td>2021 Water Supply</td>
<td>$195.00 per mile</td>
<td>$14,235.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$41,975.00</td>
</tr>
</tbody>
</table>

**Any additional miles will be charged a fee to match the given year structure.

We thank you for this opportunity to acquaint you with our Water Distribution System Leak Detection services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.
INVESTMENT

A commitment to improving and maximizing the Village of Itasca, Illinois water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our “Proposal” for a Fire Hydrant Flow/Watermain Capacity Testing for the Village of Itasca, Illinois. This program is based on locating, documenting, and flow testing 692 hydrants (approximately 231 per year) in the Village of Itasca, Illinois water distribution system. All procedures and practices will be done in accordance with the above Scope of Services. The flow testing and documentation will be done by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document. The project will also include complete reporting of all issues found, with a final comprehensive report.

Fire Hydrant Flow/Watermain Capacity Testing Fee:

2019 Fire Hydrant Flow Tests at $46.00 each (Approx. 231) $10,626.00
2020 Fire Hydrant Flow Tests at $46.00 each (Approx. 231) $10,626.00
2021 Fire Hydrant Flow Tests at $48.00 each (Approx. 230) $11,040.00
Total: $32,292.00*

Additional Service Options:
New Asset GPS points $5.00 each**

*Any additional hydrants will be charged a fee to match the given year structure.
**Fee applies to new structures and not structures that currently have GPS points.

These fees are all based on approximate numbers of fire hydrants to be flow tested. The total price will change according to the actual number of fire hydrants completed. All procedures will be followed according to the above scope of services. This will include the Pro-Maps™/Pro-Hydrant® electronic database loaded with the fire hydrant database and flow testing information for all fire hydrants completed.

We thank you for this opportunity to acquaint you with our Fire Hydrant Flow/Watermain Capacity Testing services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.