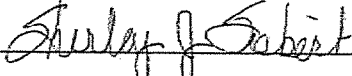


STATE OF ILLINOIS        )  
  ) SS  
COUNTY OF DU PAGE     )

I, Shirley J. Siebert, City Clerk of Wood Dale, Illinois DO HEREBY CERTIFY that as such City Clerk and keeper of the records, that the foregoing is a true and correct copy of Resolution **#R-19-22 A RESOLUTION APPROVING APPROVING A CONTRACT BETWEEN THE CITY OF WOOD DALE RJN GROUP FOR THE FY 2020 INFILTRATION/INFLOW PROJECT IN A NOT-TO EXCEED AMOUNT OF \$154,391** To the City of Wood Dale, DuPage County, Illinois, IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed the seal of the City of Wood Dale, this 2ND day of May, 2019.

  
\_\_\_\_\_  
Shirley J. Siebert, City Clerk

SEAL



**Resolution #R-19-22**


**A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY OF  
WOOD DALE RJN GROUP FOR THE FY 2020 INFILTRATION/INFLOW  
PROJECT IN A NOT-TO EXCEED AMOUNT OF \$154,391**

Passed: May 2, 2019  
Published in Pamphlet May 2, 2019

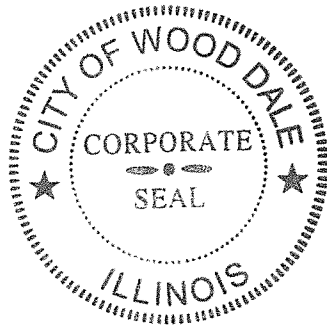
I, Shirley J. Siebert, as the Clerk for the City of Wood Dale, hereby certify that the attached is a true and correct copy of Resolution #R-19-22

**A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY OF  
WOOD DALE RJN GROUP FOR THE FY 2020 INFILTRATION/INFLOW  
PROJECT IN A NOT-TO EXCEED AMOUNT OF \$154,391**

Passed and approved by the by the City Council of the City of Wood May 2, 2019, and hereby published in pamphlet May 2, 2019.

  
Shirley J. Siebert, City Clerk

SEAL



RESOLUTION NO. R-19-22

**A RESOLUTION APPROVING A CONTRACT BETWEEN THE CITY OF WOOD DALE AND RJN GROUP FOR THE FY 2020 INFILTRATION/INFLOW PROJECT IN A NOT-TO-EXCEED AMOUNT OF \$154,391**

**WHEREAS**, the City of Wood Dale (hereinafter referred to as the "City") is a duly organized and existing body politic and corporate governed by the provisions of the Illinois Municipal Code, 65 ILCS 5/1-1-1, *et seq.*, and its own duly adopted Municipal Code; and

**WHEREAS**, the City is authorized and empowered under the Illinois Municipal Code, and its Ordinances adopted pursuant thereto, to enter into agreements and to contract for goods and services; and

**WHEREAS**, the Mayor and the City Council of the City seek to ensure that the City is run effectively and efficiently; and

**WHEREAS**, the Mayor and the City Council of the City, seeks the **RJN Group** for the **Infiltration/Inflow Study**; and

**WHEREAS**, these services are necessary to maintain and promote an effective and efficient City Government; and

**WHEREAS**, after diligent review of the qualifications and services of **RJN Group**, the Mayor and the City Council find **RJN Group** is the most qualified firm to perform the duties sought by the City; and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF WOOD DALE, DUPAGE COUNTY, AN ILLINOIS CORPORATION, as follows:**

**SECTION 1:** The recitals set forth above are incorporated herein and made a part hereof.

**SECTION 2:** The Mayor is authorized to execute said Agreement on behalf of the City of Wood Dale, which signature shall be attested to by the City Clerk.

**SECTION 3:** The City Manager, staff and/or the City Attorney shall take the steps necessary to put the terms and conditions of the Agreement into effect.

**SECTION 4:** That all ordinances and resolutions, or parts thereof in conflict with the provisions of this Resolution are, to the extent of such conflict, hereby repealed.

**SECTION 5:** That this Resolution shall be in full force and effect from and after its adoption, approval and publication in pamphlet form as provided by law.

PASSED this 2nd day of May, 2019.

AYES: ALDERMEN CATALANO, JAKOB, MESSINA, SORRENTINO,  
SUSHARSKI, E. WESLEY AND 'WOODS

NAYS: NONE

ABSENT: ALDERMAN R. WESLEY

APPROVED this 2nd day of May, 2019.

SIGNED: Annunziato Pulice  
Annunziato Pulice, Mayor

ATTEST: Shirley J. Siebert  
Shirley J. Siebert, City Clerk

**PROFESSIONAL SERVICES AGREEMENT FOR  
2019 SANITARY SEWER EVALUATION SURVEY AND REHABILITATION  
DESIGN**

THIS AGREEMENT is entered into between the City of Wood Dale, a municipal corporation, hereinafter referred to as "the City", and RJN Group, hereinafter referred to as "the Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. Project Designation. The Consultant is retained by the City to perform engineering services in connection with the projects designated "2019 Sanitary Sewer Evaluation Survey and Rehabilitation Design".
2. Scope of Services. Consultant agrees to perform the services, identified on the proposal attached hereto, including the provision of all labor, materials, equipment and supplies.
3. Time for Performance. Work under this contract shall commence upon the giving of written notice by the City to the Consultant to proceed. Consultant shall perform all services and provide all work product required pursuant to this agreement as noted in the proposal.
4. Payment. The Consultant shall be paid by the City for completed work and for services rendered under this agreement as follows:
  - a. Payment for the work provided by Consultant shall be made as provided on the payment schedule attached hereto, provided that the total amount of payment to Consultant shall not exceed \$154,391.00 without express written modification of the agreement signed by the City.
  - b. The consultant may submit vouchers to the City once per month during the progress of the work for partial payment for project completed to date, up to 80% of total project costs. Such vouchers will be checked by the City, and upon approval thereof, payment will be made to the Consultant in the amount approved.
  - c. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this agreement and its acceptance by the City.
  - d. Payment as provided in this section shall be full compensation for work performed, services rendered and for all materials, supplies, equipment and incidentals necessary to complete the work.

- e. The Consultant's records and accounts pertaining to this agreement are to be kept available for inspection by representatives of the City and state for a period of three (3) years after final payments. Copies shall be made available upon request.
5. Ownership and Use of Documents. All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with Consultant's endeavors.
6. Compliance with laws. Consultant shall, in performing the services contemplated by this agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services to be rendered under this agreement.
7. Indemnification. Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the City up to the amount of this contract fee (for services) from loss or expense, including reasonable attorneys' fees to the extent caused by Consultant's negligent acts, errors or omissions in the performance of professional services under this Agreement. The City agrees, to the fullest extent permitted by law, to indemnify and hold harmless Consultant from any damage, liability or cost, including reasonable attorneys' fees and costs of defense, to the extent caused by the City's negligent acts, errors or omissions and those of the City's contractors, subcontractors or consultants or anyone from whom the City is legally liable, and arising from the project that is subject to this Agreement. In the event of joint or concurrent negligence of Consultant and City, each shall bear that portion of the loss or expense that its share of the joint or concurrent negligence bears to the total negligence (including that of third parties) which caused the personal injury or property damage. Consultant shall not be liable for special, incidental or consequential damages, including, but not limited to loss of profits, revenue, use of capital, claims of customers, cost of purchased or replacement power, or for any other loss of any nature, whether based on contract, tort, negligence, strict liability or otherwise, by reasons of the services rendered under this Agreement.
8. Insurance. The Consultant shall secure and maintain in force throughout the duration of this contract the insurance requirements contained in the attached "City of Wood Dale Administrative Directive 05-07 Contractual Insurance Guidelines".
9. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the

relationship of employer and employee between the parties hereto. Neither Consultant nor any employee of Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to Consultant, or any employee of Consultant.

10. Covenant Against Contingent Fees. The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, the City shall have the right to annul this contract without liability or, in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
11. Discrimination Prohibited. The Consultant, with regard to the work performed by it under this agreement, will not discriminate on the grounds of race, color, national origin, religion, creed, age, sex or the presence of any physical or sensory handicap in the selection and retention of employees or procurement of materials or supplies.
12. Assignment. The Consultant shall not sublet or assign any of the services covered by this agreement without the express written consent of the City.
13. Non-Waiver. Waiver by the City of any provision of this agreement or any time limitation provided for in this agreement shall not constitute a waiver of any other provision.
14. Termination.
  - a. The City reserves the right to terminate this agreement at any time by giving ten (10) days written notice to the Consultant.
  - b. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this agreement, if requested to do so by the City. This section shall not be a bar to renegotiations of this agreement between surviving members of the Consultant and the City, if the City so chooses.
15. Notices. Notices to the City of Wood Dale shall be sent to the following address:

City of Wood Dale  
404 N. Wood Dale Road  
Wood Dale, Illinois 60191

Notices to Consultant shall be sent to the following address:

RJN Group  
200 West Front Street  
Wheaton, Illinois 60187

16. Integrated Agreement. This Agreement together with attachments or addenda, represents the entire and integrated agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. This agreement may be amended only by written instrument signed by both City and Consultant.

Dated the 8th day of July, 2019.

City of Wood Dale

Consultant

By *Annunziato Bulice*  
Mayor

By *Michael M. Zolney*

Attest/Authenticated:

*Shirley J. Tebeet*  
City Clerk



April 15, 2019

Mr. Jeff Mermuys  
City Manager  
City of Wood Dale  
404 North Wood Dale Road  
Wood Dale, Illinois 60191

SUBJECT: PROPOSAL FOR 2019 SANITARY SEWER EVALUATION SURVEY  
AND REHABILITATION DESIGN

Dear Mr. Mermuys:

RJN Group, Inc. (RJN) is pleased to submit this proposal to the City of Wood Dale for continuation of the Sanitary Sewer Evaluation Survey (SSES) and Rehabilitation Program. The City has now completed rehabilitation in all of the areas where a SSES had been previously completed. The City's Public Works staff has provided us with their recommendation for the next area to evaluate.

This is an area tributary to a location where excess flow has caused issues during major rain events. This area has many backyard sewers and an added benefit is that rehabilitation will significantly reduce the potential for future maintenance on sewers that can be challenging for City staff to access. The areas previously completed, recommended for 2019 and future recommendations are shown on the attached map.

#### PROJECT UNDERSTANDING AND APPROACH

An SSES program is a condition assessment program that includes inspection of public-sector sanitary sewer assets to identify structural deficiencies and sources of inflow and infiltration (I/I). The SSES program includes performing smoke testing, manhole inspections and mapping, and closed circuit televising (CCTV). Following smoke testing, dyed water flooding will be completed where smoke testing identified potential cross connections between the sanitary and storm systems. RJN staff will complete all of the work, except for CCTV, which will be completed by City staff.

Rehabilitation recommendations will be made on public sector sewer mains and manholes. Private sector connections and defects identified by smoke testing will also be noted for repair/disconnection as appropriate and cost effective. It is anticipated that the recommended rehabilitation will be completed over the next 2-4 years depending on the quantity of rehabilitation and the available City budget. We will develop a sequential plan for the rehabilitation and will complete the design for the rehabilitation planned for the fiscal year starting May 2020.

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Mr. Jeff Murmuys  
April 15, 2019

#### MANHOLE INSPECTIONS

The manhole inspections provide many benefits to the City including mapping updates, identification of inflow and infiltration, confirmation of connecting pipes, and detection of structural problems in need of rehabilitation. Manhole inspections include a surface inspection of the manhole to identify frame and lid defects and other structural defects in the manhole. Manhole and pipe sizes and inverts will also be estimated where accessible in addition to numerous photographs documenting the manhole condition.

#### SMOKE TESTING

Smoke testing identifies various defects in the collection system and contributing sources of I/I. Commonly identified concerns include leaky manholes, cracked main lines and laterals, connected downspouts, directly connected storm sewers, connected foundation drains, area, patio, and driveway drains, and broken cleanouts. Additionally, indirect connections such as leaking storm sewers crossing sanitary sewers can also be identified.

In the smoke testing process, harmless smoke is blown into a sewer segment through consecutive manholes at both ends. Defects are identified by where smoke exits the ground or structure. Smoke testing is only as effective as the process used. **The RJN process uses a 4-person crew and smoke tests only one segment at a time using two smoke blowers on consecutive manholes.** A GPS location is acquired for each defect, and a photo is taken.

#### SEWER TELEVISION REVIEW

Sewer televising is the most effective way to visually inspect the sewer mains. The City has in-house capabilities to complete the sewer televising. Should there be any sewers where City staff is not able to complete the televising, we will include this televising in a future rehabilitation project for completion by a Contractor. RJN will provide PACP-certified personnel to review the sewer televising videos within the study area. Defects will be coded and cataloged on the City's GIS database. RJN will compile a comprehensive list of defects prioritized by cost effectiveness for rehabilitation.

#### DYED WATER FLOODING

Dyed water flooding is a follow-up to defects identified during smoke testing. It helps to pinpoint and quantify cross connection defects such as directly connected catch basins and cross-connected storm sewers so that necessary rehabilitation can be made. Typically, RJN performs dyed water flooding in conjunction with Closed Circuit Televising (CCTV) inspection of the sanitary sewer.

The exact quantity of dyed water flooding will not be known until after smoke testing is complete. Based on our experience and the fact that many of the sewers are in the backyard, we estimate that 6 dyed water flooding setups will be recommended. RJN group will perform dyed water flooding in

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Mr. Jeff Murmuys  
April 15, 2019

conjunction with televising crews from the City. It will also be required of the City to have access to water through hydrants nearby to each dyed water flooding setup.

#### REHABILITATION DESIGN

Rehabilitation design services will be provided after the SSES services have been completed. Since the inspections have not been completed, the exact design services to be provided are not known. It is expected to include point repairs and sewer lining. If there are issues with City staff completing the CCTV or other reason why sewer rehabilitation is not prioritized, it may include manhole rehabilitation instead.

#### PROPOSED SCOPE OF SERVICES

The detailed scope of work for each major task is provided in the attached Standard Scopes of Services.

1. Complete approximately 232 manhole inspections per the attached scope of services.
2. Complete approximately 52,500 linear feet of smoke testing per the attached scope of services.
3. Complete televising video and data review for approximately 52,500 linear feet of sewers per the attached scope of services.
4. Review locations where smoke was found at storm structures during smoke testing and where potential dyed water flooding setups could be located. Submit list of recommended setups to City staff for approval. Complete up to six setups per the attached scope of services.
5. Provide a summary report of findings per the attached scope of services and including:
  - a. Summary of results from smoke testing, manhole inspections, sewer televising, and dyed water flooding;
  - b. Updated GIS geodatabase files;
  - c. Recommendations for I/I reduction/removal based on investigation results; and
  - d. Recommendations for future studies and rehabilitation or construction.
6. Based on the recommendations in the summary report, provide a multi-year plan for rehabilitation of the study area. Provide design services for the first year per the attached scope of services.
7. Provide project management throughout the project. Attend a project kickoff meeting and two additional meetings during project. This could include one public meeting or Public Works Committee meeting.

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Mr. Jeff Murmuys  
April 15, 2019

#### ITEMS REQUESTED FROM CITY

We request the following items from the City:

1. Updated GIS geodatabases and/or shape files for the sanitary and storm sewer systems.
2. Access to manholes for inspection work. Assistance locating or opening seized/buried manholes as required.
3. Distribution of smoke testing letters to residents as identified in the scope of services.
4. Completion of the sewer televising and submittal of the videos and reports per the schedule below.
5. Completion of the sewer televising for the dyed water flooding. Provide water at no cost for the dyed water flooding.
6. Traffic control assistance as necessary for high traffic areas.

#### SCHEDULE

RJN is prepared to begin work on this project upon contract approval. The following is our tentative schedule for completion of the work, subject to weather constraints:

- Smoke testing requires dry conditions and will be completed by the end of September.
- Manholes can be completed at any time and will be completed by the end of November.
- Dyed water flooding must be completed after smoke testing and will be completed by the end of November.
- Televising review will be completed by the end of November, or within six weeks of receipt of videos and data, whichever is later.
- The draft report will be submitted to the City by the end of January 2020 provided televising videos and data are received by the end of November
- The rehabilitation design will be completed by the end of April 2020.

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 Mr. Jeff Murmuys  
 April 15, 2019

PROPOSED FEE

This scope of services will be invoiced on a unit price and percent complete basis for a total cost of \$154,391. The fee is summarized below:

Task	Unit Cost	Units	Quantity	Total Cost
Smoke Testing	\$0.87	/LF	52,500	\$45,675.00
Manhole Inspections	\$88	/MH	232	\$20,416.00
Sewer Televising Review	\$0.40	/LF	52,500	\$21,000.00
Dyed Water Flooding	\$1,300.00	/setup	6	\$7,800.00
Data Analysis & Reporting		Lump Sum	\$12,000	\$12,000.00
Rehabilitation Design		Lump Sum	\$40,000	\$40,000.00
Project Meetings and Management		Lump Sum	\$7,500	\$7,500.00
<b>TOTAL</b>				<b>\$154,391.00</b>

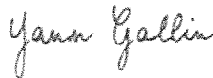
It is our pleasure to submit this proposal to the City of Wood Dale. Please feel free to contact Mike at (630) 682-4700 x1314 if you would like to discuss this proposal in detail. We are looking forward to the opportunity to continue working with the City on this important program.

Sincerely,

RJN Group, Inc.



Michael N. Young, P.E.  
 Senior Vice President



Yann Gallin  
 Project Manager

Attachments



## Manhole Inspections – Standard Scope of Services

1. Provide equipment and personnel as necessary for manhole inspections.
2. Use handheld electronic data collection equipment for collecting manhole inspection data.
3. Complete surface manhole inspections. Collect the following attribute data:
  - a. Mapping grade GPS location of the manhole;
  - b. Manhole diameter;
  - c. Manhole material;
  - d. Pipe invert measurements;
  - e. Connecting sewer diameter(s);
  - f. Connecting sewer material(s); and
  - g. Connecting sewer flow direction.
4. Identify and document manhole condition, including:
  - a. Direct evidence of I/I;
  - b. Open pickholes in lid;
  - c. Frame and adjusting ring condition, including needed adjustments and chimney seals;
  - d. Cone condition and defects;
  - e. Wall condition and defects;
  - f. Trough and bench condition and defects; and
  - g. Pipe seal condition and defects.
5. Take a minimum of four digital photographs at each manhole structure, including:
  - a. Surrounding area;
  - b. Manhole cover;
  - c. Topside - looking down; and
  - d. Manhole frame.
6. Provide data analysis as follows:
  - a. Compile field data and develop complete list of defects;
  - b. Incorporate results into GIS;
  - c. Assign an estimated flow to each defect; and
  - d. Determine an appropriate rehabilitation method and an associated cost for each defect.
7. Provide the following information for the summary report:
  - a. Summary of work completed;
  - b. GIS map of manholes and identified defects;
  - c. List of defects prioritized by cost effectiveness for rehabilitation;
  - d. Recommendations for follow-up SSES work; and
  - e. Recommendations for rehabilitation, including procurement methods and recommended contractors/vendors for various type of rehabilitation.
8. Provide digital copies of data, GIS geodatabases, and photographs.

### Smoke Testing – Standard Scope of Services

1. Draft a smoke testing notification letter to be sent by the City to all affected residents and business owners. The letter will include RJN contact information for use during the smoke testing.
2. Prepare smoke testing door hangers to be hung by RJN staff at each address within one week of smoke testing. The door hangers will also include RJN contact information and can be bilingual if necessary.
3. Notify the City and the local fire and police departments of planned smoke testing activities, including daily updates.
4. Provide equipment, personnel, and smoke as necessary for smoke testing.
5. During smoke testing, erect smoke testing signs near the testing area and answer resident and Village questions on-site as well as through phone calls.
6. Use handheld electronic data collection equipment for collecting smoke testing data.
7. Smoke test the sanitary sewers.
8. GPS locate (mapping grade) each identified defect and illicit connection and take a minimum of one digital photograph of each defect.
9. Provide data analysis as follows:
  - a. Compile field data and develop complete list of defects;
  - b. Incorporate results into GIS;
  - c. Assign an estimated flow to each defect; and
  - d. Determine an appropriate rehabilitation/disconnection method and an associated cost for each identified defect/illicit connection.
10. Provide the following information for the summary report:
  - a. Summary of work completed;
  - b. GIS map of identified defects and illicit connections;
  - c. List of defects and illicit connections prioritized by cost effectiveness for rehabilitation/removal;
  - d. Recommendations for follow-up SSES work; and
  - e. Recommendations for rehabilitation, including procurement methods and recommended contractors/vendors for various type of rehabilitation.
11. Provide digital copies of data, GIS geodatabases, and photographs.

### Sewer Televising Review

1. Provide equipment and personnel as necessary for televising video review.
2. Provide coordination with the City for areas to be televised and obtaining televising videos.
3. Review sewer televising videos using PACP-certified personnel and PACP coding standards.
4. Provide data analysis as follows:
  - a. Compile data and develop complete list of defects;
  - b. Incorporate results into GIS;

- c. Assign an estimated flow to each defect; and
  - d. Determine an appropriate rehabilitation method and an associated cost for each defect.
5. Provide the following information for the summary report:
  - a. Summary of work completed;
  - b. GIS map of identified defects;
  - c. List of defects prioritized by cost effectiveness for rehabilitation;
  - d. Recommendations for follow-up SSES work; and
  - e. Recommendations for rehabilitation, including procurement methods and recommended contractors/vendors for various type of rehabilitation.
6. Provide digital copies of data, GIS geodatabases, and photographs.

#### Dyed Water Flooding

1. Provide equipment, personnel, and dye as necessary for dyed water flooding. Water to be provided by City.
2. Work with City-provided televising crew to perform televising during dyed water flooding setups.
3. Set up and complete dyed water flooding at up to six locations. Document results with digital photographs of the dye test setup and if possible dyed water entering the sewer (where applicable).
4. Use handheld electronic data collection equipment for collecting dyed water flooding data.
5. GPS locate each identified defect and take at least one digital photograph or video of each defect (where applicable).
6. Provide data analysis as follows:
  - a. Compile field data and develop complete list of defects;
  - b. Incorporate results into GIS;
  - c. Assign an estimated flow to each defect; and
  - d. Determine an appropriate rehabilitation method and estimate an associated cost for each defect.
7. Provide the following information for the summary report:
  - a. Summary of work completed;
  - b. GIS map of identified defects;
  - c. List of defects prioritized by cost effectiveness for rehabilitation;
  - d. Recommendations for follow-up SSES work; and
  - e. Recommendations for rehabilitation, including potential procurement methods and recommended contractors/vendors for various type of rehabilitation.
8. Provide digital copies of data, GIS geodatabases, and photographs.

#### Summary Report – Standard Scope of Services

1. Organize all data from individual field services into a comprehensive summary report for each service area.
2. Submit up to three color copies and a pdf of the draft report.



3. Address City comments on draft report and revise.
4. Submit up to three color copies of final report. Provide one digital copy of final report, files, data, GIS geodatabases, and photographs.

Design and Bidding Assistance

1. Prepare maps and schedule for recommended sewer lining based on the SSES services provided.
2. Provide the following services for up to five point repairs:
  - a. Complete an on-site constructability review
  - b. Complete utility check for each site
  - c. Prepare exhibit and details for each point repair
3. Acquire any permits for rehabilitation work (IEPA, IDOT, etc.)
4. Bidding Documents:
  - a. Prepare front end bid documents and technical specifications.
  - b. Prepare bid package with plans, front end documents, and specifications. Submit a pdf of the final bid package to the Village.
5. Prepare an opinion of probable construction cost and summary of quantities.
6. Provide bidding assistance including:
  - a. Provide bidding documents for Village to publish,
  - b. If necessary, attend a pre-bid meeting and answering bid-related questions,
  - c. Prepare addenda for Village to publish,
  - d. Evaluation of bids,
  - e. Preparation of recommendation letter.

**Study Areas**

- 2019 Study Area
- Completed
- Future Study Area
- Previously Studied Area

