

December 25, 2019

Mr. William D. Cunningham
Assistant to the Public Works Director
Village of Orland Park
15655 Ravinia Avenue
Orland Park, Illinois 60462

**SUBJECT: PROPOSAL FOR PROGRAM MANAGEMENT & COMPLIANCE WITH MWRD
I/I CONTROL PROGRAM – VILLAGE OF ORLAND PARK (FY- 2020 TO 2024)**

Dear Mr. Cunningham:

RJN Group, Inc. (RJN) is pleased to submit this proposal to provide Professional Engineering Services to assist the Village of Orland Park (Village) in meeting the requirements of the Metropolitan Water Reclamation District of Greater Chicago (MWRD) Infiltration/Inflow (I/I) Control Program.

RJN is a civil engineering and field services firm that specializes in inspecting, studying, analyzing, and designing sewer collection systems. We have worked with over 40 MWRD communities and have evaluated over a quarter-billion feet of sewers in our 44-year history.

PROJECT UNDERSTANDING AND APPROACH

On July 10, 2014, MWRD adopted Article 8 of the Watershed Management Ordinance (WMO) that outlines the requirements of the new I/I Control Program that applies to all separate sanitary sewer systems tributary to MWRD. Also, in 2014, RJN submitted a Statement of Qualifications (SOQ) to the Village of Orland Park for Professional Consulting Services for Sanitary Sewer Investigations, Rehabilitation and Program Management. Following the submittal and interview process, RJN was selected by the Village for this work and has been the Village's sanitary sewer consultant for the first 5-years of this mandated program, bringing the Village into compliance. This proposal represents the renewal for the next 5-years of the program also referred to as the Long-Term Program which is a continuation of the first 5-years of the program.

The proposed scope of services will keep the Village in compliance with the new MWRD requirements.

SCOPE OF SERVICES

Our proposed scope of services for 2020 is as follows:

A. Manhole Rehabilitation Program 2020

RJN will assist with the bidding and construction oversight for the Village's 2020 sanitary manhole rehabilitation project and prioritize repairs in advance of the 2020-2024 Village roadway rehabilitation programs. High Priority Manhole repairs are required to be fixed within 1-3 years of identification as part of the MWRD program.

B. Cleaning & Televising Program 2020

RJN will aid with the cleaning & televising program management for the Village's 2020 cleaning & televising program. RJN will observe onsite progress, review pay applications and ensure the TV contractor is meeting the terms of the contract with the Village. In addition, RJN will work with the Village to determine the extents for future cleaning & televising program areas.

C. Sewer Televising Review & Recommendations

RJN will review sewer televising data and prioritize emergency repairs village wide and in advance of the 2020-2024 Village roadway rehabilitation programs. System wide rankings of televising data will include providing exhibits showing operational and maintenance issues such as grease, roots and areas needing heavy cleaning as well as structural issues such as collapsed pipes, fractured pipe, or sewers in need of immediate repair.

RJN will review sewer televising videos using PACP-certified personnel and provide data analysis as follows:

1. Compile & review TV data in an Excel sheet and develop a complete list of recommendations;
2. Incorporate results/recommendations into GIS;
3. Assign an estimated flow value to pipe segments; and
4. Provide an estimate of associated cost for pipe segments recommended for rehabilitation.

D. Private Sector Program (PSP) Implementation

This phase is the continued development of the actual plan where RJN will work with the Village to implement the components of the PSP including but not limited to, private property inspections, private sector disconnection mailings and meetings with staff and/or elected officials to discuss the approach to the PSP and commitment to the LTOMP.

E. Long Term Operation & Maintenance Program (LTOMP) Implementation

This phase is the continued development of the actual plan where RJN will work with the Village to implement the components of the LTOMP including but not limited to selection of the next 10% of the sewer system to be investigated and rehabilitated, but also providing insight into future study areas, planning, maintenance, ordinance updates and strategies for improving the overall operation of the Villages sewer system.

F. MWRD Submittals & Compliance

Provide professional assistance to the Village for all required MWRD reporting and compliance including but not limited to:

1. Complete the Annual Summary Report and Sanitary Sewer Overflow (SSO) and Basement Backup (BB) Reporting
2. Provide two draft copies of all forms for Village staff review prior to submittal to MWRD and Provide a final set of all forms for Village signature and submit to MWRD.
3. Provide Notice of Request for Inspection (NRI) forms completed and submitted for sewer system rehabilitation projects

G. Program Management, Planning & Meetings

This task provides for program and project management costs for the 2020 program. In addition to general program management tasks, this task also provides for the planning of the 2021 program as well as long range planning that will be important for the Village. This task also includes the regular project meetings, and any annual Public Works Committee or Village Board Meetings.

H. GIS Assistance & Map Updates

This task is for assistance with various Village-requested GIS tasks throughout the duration of the 2020 program. Potential areas of assistance may include:

1. Addition of manholes located during field investigations;
2. Updating of manhole location as applicable;
3. Removal of manholes confirmed by televising to not exist;
4. Updating connectivity and flow direction as applicable;
5. Syncing attribute data tables from field investigations & rehabilitations to Village base layers;
6. Performing updates to GIS asset information as collected during field investigations; and
7. Providing periodic GIS data cleanup as necessary.

I. On-Call / Other Tasks Requested

This task is for assistance with various Village-requested tasks throughout the duration of the 2020 program. Potential areas of assistance may include work order management, flow meter data analysis, investigations due to heavy rains or sewer backups and management of flow meter equipment.

SCHEDULE

Available to begin upon a notice to proceed from the Village. Some completion milestones based on MWRD requirements are shown below:

- December 31, 2019: Private Sector Program (PSP) & Long-Term Operation & Maintenance Program (LTOMP) submittals
- February 17, 2020: Submit draft Annual MWRD submittal package for Village review
- March 1, 2020: Submittal final Annual MWRD submittal package to Village for signature and submittal

PROPOSED FEE

The proposed Scope of Services will be invoiced on a time and materials basis annually for fiscal years 2020 - 2024 and will consist of a variety of tasks.

The following is a general list of plausible tasks to be performed under the 2020 Consulting Engineering Services for the Annual Orland Park program management & Compliance with MWRD I/I Control Program.

<u>Task</u>	<u>Fee</u>
Manhole Rehabilitation Program 2020	\$11,500
Cleaning & TV Program 2020	\$9,500
Sewer TV Review & Recommendations	\$10,000
Private Sector Program Implementation	\$5,000
Long Term O&M Implementation	\$5,000
MWRD Submittals & Compliance	\$4,500
PM, Planning & Meetings	\$12,000
GIS Assistance & Map Updates	\$3,000
On-Call / Other Tasks Requested	\$9,500
Total FY-2020	\$70,000

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At the completion of program management tasks for each fiscal year and with each annual renewal, RJN will submit an updated summary of tasks outline and updated rate schedule for the upcoming fiscal year. The proposed 5-Year renewal program management fees are as follows:

	<u>FY - 2020</u>	<u>FY - 2021</u>	<u>FY - 2022</u>	<u>FY - 2023</u>	<u>FY - 2024</u>
Program Management	\$70,000	\$70,000	\$75,000	\$75,000	\$80,000

2020 LABOR RATE SCHEDULE

Our standard rate schedule is provided below, and will be valid for contracts signed through December 31, 2020:

<u>Classification</u>	<u>Hourly Rate</u>
Program Director	\$205/hour
Senior Project Manager	\$185/hour
Project Manager	\$165/hour
Senior Project/Resident Engineer	\$135/hour
Project/Resident Engineer	\$130/hour
Engineer Intern	\$110/hour
GIS Specialist	\$95/hour
Data Manager	\$85/hour
Field Manager	\$85/hour
Field Technician	\$75/hour
Clerical/Administrative	\$75/hour

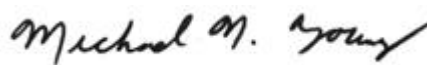
It is our pleasure to submit this proposal to the Village of Orland Park. Please feel free to contact either of us at (630) 682-4700 if you would like to discuss this proposal in detail or if you have any questions.

Sincerely,

RJN Group, Inc.



Joseph M. Sullivan
Project Manager



Michael N. Young, P.E.
Principal