



The Choice for Collection System Solutions

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July 13, 2012

Mr. Fred Vogt
Director of Public Works
City of Rolling Meadows
3900 Berdnick Street
Rolling Meadows, IL 60008

Subject: City of Rolling Meadows
2012-2013 Sewer Rehabilitation Program
Update to 2009 Plans and Specifications
IEPA Loan: L17-4141

Dear Mr. Vogt:

This proposal is for work in respect of the 2009 application to IEPA for a wastewater revolving loan. IEPA has now indicated that it is proceeding with the review of the City's loan application and anticipates funds being available after October 2012.

This proposal addresses the assistance that RJN will provide the City for the final design modifications to plans and specifications to reflect the changes that will be required to convert this from an ARRA-funded to a revolving loan-funded project. These design changes are loan-eligible.

As part of this proposal, RJN will coordinate the effort so that critical milestones in scheduling are achieved.

Proposed Scope of Work

A. Plans

It has been almost three years between the original survey and the current preparation for bidding. A field survey of the areas designated for point repairs will be required to confirm that there have been no material changes in the area which should be addressed in the plans. Such items will include but not be limited to: driveway materials, plantings, size of trees to be removed and/or protected, and any roadway improvements. Modifications to the plans and schedules will be made to include final design changes (including removing those segments that have previously been rehabilitated).

The City proposes to rehabilitate laterals within the right-of-way using T-liner installations. RJN will review the lateral reports and prepare a recommendation list, together with a GIS exhibit identifying the locations of these laterals based on the City's television inspections. This exhibit will be incorporated into the plans.



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B. Specifications

Changes to the specifications will be required to reflect the references to the IEPA revolving loan fund (instead of ARRA funding) and quantity confirmation with associated costs. Dates for bidding, pre-bid meeting, and the names of various personnel such as City Clerk and Mayor will need revising. RJN will provide new specification sections for T-lining and the CCDD soil disposal regulations. In addition, the Bid Schedule and associated estimate of construction cost will need revising to reflect both the Contract changes and the current bid prices.

C. IEPA plans and specification submission

IEPA requires a specification checklist for all revolving loan projects. RJN will prepare this checklist, and submit with three sets of revised plans and specifications to IEPA. RJN will provide coordination of the review by IEPA and address their questions regarding required clauses and changes in project scope.

D. Project Management and Meeting

RJN will provide project management for the above tasks together with one meeting.

Proposed Fee

This work will be billed on a time and material basis using the enclosed fee schedule with a not-to-exceed maximum billing of \$22,490

Sincerely,
RJN Group Inc.

Catherine Morley P.E.
Project Manager

Enclosure: Engineering Fee Summary

TABLE 1

**City of Rolling Meadows
2012-2013 Sewer Rehabilitation Program
Update to 2009 Plans and Specifications**

Task No.	Task Description	170 QC	165 PM	105 PE	85 ET	65 CL	Total Hours	Total Cost
1001	Field Confirmation Survey			8	8		16	\$1,520
1002	Miscellaneous Plan Revisions/T-liner sheet	1	8	16	16		41	\$4,530
1003	Schedule Modifications		4	8	16		28	\$2,860
1004	Specifications	1	16	4	24	10	55	\$5,920
1005	Cost Estimate/Quantities		4	4	8		16	\$1,760
1006	IEPA Resubmission		12	4	4	3	23	\$2,935
1007	Project Management and Meetings	2	12	3		2	19	\$2,765
		<u>4</u>	<u>56</u>	<u>47</u>	<u>76</u>	<u>15</u>	<u>198</u>	<u>\$22,290</u>

Direct Expenses

9901	Mileage and Miscellaneous Expenses	\$200
9902	Printing	\$100
	Direct TOTAL	<u>\$200</u>
	Contract TOTAL	<u>\$22,490</u>



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July 12, 2012

Mr. Fred Vogt
Director of Public Works
City of Rolling Meadows
3900 Berdnick Street
Rolling Meadows, IL 60008

Subject: City of Rolling Meadows
Water Main Improvements
2012-2013 IEPA Loan Assistance Proposal for
2010 Wastewater Rehabilitation Project to be constructed in 2013
IEPA Loan No: L17-4141

Dear Mr. Vogt:

This proposal is for work in respect of the 2009 application to IEPA for a water pollution control revolving loan. IEPA has now indicated that it is proceeding with the review of the City's loan application and anticipates funds being available in the 2013 fiscal year (which begins October 1, 2012).

This proposal addresses the assistance that RJN will provide the City for completion of the loan application. The remaining required tasks and the responsibility for these tasks are summarized below. The cost for preparation of these items is not loan eligible.

As part of this proposal, RJN will coordinate the effort so that time critical milestones are achieved.

Proposed Scope of Work

A. Facility Plan

It is our understanding that the Notice of Categorical Exclusion is in preparation. Some of the work that was proposed to be constructed under the loan project has been completed, owing to its urgent nature. However, IEPA has indicated that they are open to the addition of other public sector work, provided that the overall loan does not exceed the \$1.5 million previously requested. They have determined that the Facility Plan will not need to be updated. RJN proposes to provide assistance in the management of the Notice of Categorical Exclusion and any items that still need to be addressed with regards to the Facility Plan.

B. Loan Application Assistance

Owing to the delay in the issuance of the loan by IEPA and the change of personnel it would be beneficial to issue a new loan application with the current City Manager's authorization. RJN will prepare the new application and coordinate its execution and submission to IEPA with the City.



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- C. Design and Construction Engineering Contract Submissions**
RJN will submit the design and construction engineering contracts to IEPA for review for inclusion within the loan procurement. RJN will also coordinate any modifications (inclusion of additional clauses) that may be required retroactively for these contracts to be loan eligible.
- D. Coordination of Application, Project Management and Meetings**
IEPA has issued five additional forms that the City is required to complete. RJN will coordinate the execution and submission of these forms. RJN proposes to provide general coordination services for managing the procurement of the loan including addressing comments from IEPA and providing additional documentation or submissions as required. RJN anticipates two meetings with the City.
- E. Review of Legal Documentation**
RJN will provide assistance in providing clarification and responses to review of the Loan Ordinance from the legal department at IEPA.
- F. Financial Package and Ordinance Review**
Owing to the time lapse from the original submission, it will be beneficial for the City to update the 5-year wastewater planning budget indicating the loan procurement and the staged re-payments. RJN will meet with the City and submit the documentation. RJN will also provide clarification as needed on the approach to the basis for the User Charge increases and the subsequent revenue stream.

Proposed Fee

This work will be billed on a time and material basis using the enclosed fee schedule with a not-to-exceed maximum billing of \$9,815.

Sincerely,
RJN Group Inc.

Catherine Morley P.E.
Project Manager

Enclosure: Engineering Fee Summary

City of Rolling Meadows
2009/2010 Sewer Rehabilitation (to be constructed 2012/2013)
Loan Assistance - remaining items

Task	Task Description	PM	PE	EN/CD	CL	Total Hours	Total Cost	Task % Total
		165	105	85	65			
1001	Facility Plan/Notice of Categorical Exclusion	4		4		8	\$1,000	10.2%
1002	Loan Application Assistance	4	3	3		10	\$1,230	12.5%
1003	Engineering Contracts submission	2		4		6	\$670	6.8%
1004	Coordination of Application/Management/Meetings	16	4	14		34	\$4,250	43.3%
1005	Review of Legal Documentation	4		2		6	\$830	8.5%
1006	Financial/User Charge/Ordinance Assistance	6		8	2	16	\$1,800	18.3%
Sub-total		36	7	35	2	80	\$9,780	99.6%

9001 Shipping Documentation Package

\$35 0.4%

Grand Total \$9,815 100%

PM	Project Manager	CM
PE	Project Engineer	VB/MIH
EN	Engineer	CB/TR
CD	Cadd Designer	BC
CL	Clerical	TG

