

May 31, 2017

Mr. Vydas Juskelis, P.E.
Director of Public Works
20S. Ardmore
Village of Villa Park
Villa Park IL. 60181

Subject: Village of Villa Park
Proposal for the following Engineering Services:
2017 – 2021 Sewer Separation Projects Facility Plan Preparation
Astor Myrtle Loan and Bidding Services

Dear Mr. Juskelis:

This proposal is for work in respect of the application to IEPA for a Water Pollution Control revolving loan for Wastewater improvements in 2017, specifically the sewer separation of the area known as Astor-Myrtle. In addition, RJN will prepare, and obtain approval for, a 5-year facility plan encompassing all the projects currently designated as sewer separation projects to be funded by IEPA revolving loans.

This proposal addresses the assistance that RJN will provide the Village for completion of this application. It also includes the work necessary to update the current plans and specifications to incorporate all the loan wording, DBE package, and additional forms that are now required. RJN also proposes to provide assistance with bidding the Astor Myrtle project, and submitting the final bid package to State for review and loan approval.

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

Wastewater Application – Proposed Scope of Work

Task 1 – Loan Assistance

A. Facility Plan - Wastewater

RJN will prepare the Facility Plan for all Projects proposed in the Combined Sewer Area for the next five (5) years.

The following projects are planned for construction between the 2017 and 2021 fiscal years:

PROJECT NAME	CONST. FISCAL YEAR
Astor/Myrtle Improvement Project	2017-2018
Michigan Avenue Improvement Project	2018-2019
Washington Area Combined Sewer Separation	2018-2019
Charles Avenue Improvement Project	2019-2020
Maple Street Improvement Project	2019-2020
Monterey Avenue Improvement Project	2019-2020
Myrtle Street Improvement Project	2019-2020
Oak Street Improvement Project	2019-2020
Pine Street Improvement Project	2019-2020
Princeton Avenue Improvement Project	2019-2020
Summit Avenue Improvement Project	2019-2020
Euclid Avenue Improvement Project	2020-2021
Holly Court Area Improvement Project	2020-2021
Westmore Avenue Improvement Project	2020-2021
Wisconsin Avenue Improvement Project	2020-2021
Yale Avenue Improvement Project	2020-2021

The Facility Plan will include the following items which are common to all the projects:

- Population base, growth projections, make-up of customer basis
- Map of Existing Boundaries of Facility Planning Area (FPA)
- Detailed description of existing collection system and treatment facilities.
 - The previously submitted Facility plan will provide much of this information and will be used as a basis for this Plan.
- Discussion of chosen alternatives capability to maintain compliance with all applicable laws and regulations in addition to addressing the identified system need. The long term control program report will provide the chief elements of this discussion.
- Location map exhibit
 - The base exhibit has been prepared by the Village and will be annotated by RJN
- Separate sections within the report will include a detailed description of each project. The narrative for the work describing the work, need, and cost for the proposed modifications. (It is anticipated that the Village will provide an overview narrative of each project that can be incorporated into the document)
- Environmental Impacts
 - RJN will apply to ISHPA for the environmental sign-offs. This will include a letter to ISHPA and associated location exhibit.
 - The CMAP approval is now triggered by IEPA during the review process

- Financial Review – the following items are required as part of the financial review for the Facility Plan
 - Financial checklist
 - Financial review ensuring adequate funds for loan repayment
 - Forward projection of revenue streams and anticipated liabilities owed for each loan, showing positive cash flows
 - Audited budget
 - Residential Rate Structure for wastewater and ordinances showing enactment of sales tax increases and sewer separation levy
- RJN will assist the Village in the preparation of the financial submission, including providing costs of the loan which will need to be factored into the budget. These costs will comprise a total anticipated cost for each project including allowable engineering fees, and construction supervision (if desired). RJN will provide the repayment schedule to the Village assuming a 2% repayment scenario, per IEPA's recommendation.

The following are Project specific items that are to be included in the overall Plan

- The IDNR waiver process will require an individual application for each of the sixteen (16) projects. This is conducted on-line and may result in an instantaneous decision or an additional 30-day review
- Anticipated Construction Schedule for each project
- Detailed cost estimate for each project

Facility Plan Report

RJN will combine the above information into a single report that will include all the items that are required as part of the Facility Plan. The Village will review the Facility Plan prior to submission to State. Three copies of this report will be forwarded to IEPA on approval from the Village, together with the Facility Plan checklist.

Schedule

Excluding the financial package the draft Facility Plan will be submitted to the Village within 6 weeks of Authorization to proceed.

Notice of Categorical Exclusion

Once the Facility Plan has been approved and reviewed by IEPA (prior to financial review), it will require either a public hearing or that a Notice of Categorical Exclusion be published in a designated paper and comments be taken for 14 days. Depending on the decision of IEPA, RJN will assist the Village in this process, and provide relevant comments to the State.

B. Legal Documentation

The following items are required as part of the legal documentation:

- Loan Ordinance (by the Village Board authorizing the Village to enter into a loan Agreement with IEPA) – this will be a single Ordinance but needs to show the individual projects and their assignment to one of the two proposed revenue streams
- Legal opinion that the Village can enter into such an agreement

RJN will also assist the Village in providing wording for a typical loan Ordinance (if required). Legal Counsel for IEPA has advised that she will be willing to review the Ordinance prior to its presentation to the Village Board. It is recommended that the Village's attorney work with IEPA directly. In addition, the Village's attorney will also have to provide an opinion that the Village can legally enter into debt with the State. RJN will provide assistance and coordination as needed.

Loan application for Astor-Myrtle Sewer Separation

The following items are specific to the Astor-Myrtle Sewer Separation Loan Application only:

C. Loan Application Form Assistance and Pre-Application

The loan form and Pre-App will be completed by RJN with assistance from the Village.

D. EPA form 4700

This form will need to be completed by the Village with the input from Community development. RJN will assist as needed in the responses required for this form

E. Additional Forms

IEPA has following forms in the required submission:

- Five Officer Certification
- Tax Exempt Authorization
- Bid Certifications
- Certificate regarding O&M
- Federal Reporting Requirements

RJN will complete the forms and then forward to the Village for authorization.

F. Loan Application Assistance

The application will be prepared by RJN for execution by the Village. RJN will submit and provide clarifications and follow-up as required

G. Financial Review

The financial review of an individual loan is now undertaken by the State after bidding has been undertaken. However most of the data will have been prepared and compiled as part of the Facility Plan. The submission as part of the loan application form will be a revised number that reflects the bidding estimate, and the current fiscal year's wastewater loan interest rate.

H. Schedule

The application and associated forms will be completed within six weeks of Authorization to proceed.

Task 2 – Plans and Specifications Modifications – Astor/Myrtle Sewer Separation Project

A. Plans and Specifications Submission

The following items are required as part of the plans and specifications submission for the first project covered by the Facility Plan – the Astor/Myrtle Sewer Separation Project. These items will be completed and submitted by RJN.

- Plans and specifications conforming to all requirements of the IEPA Loan regulations
- Detailed cost estimate (showing eligible and non-loan eligible costs separately)
- Engineering design agreement including all the necessary clauses for loan projects and executed debarment form
- Resident engineering agreement (if loan requested) including all necessary clauses, and DBE requirements (if any work sub-contracted) for loan projects and executed debarment form
- Specification check-list completed
- Sanitary Sewer Permit application

Task 3 – Bidding and Submission – Astor/Myrtle Sewer Separation Project

A. Bidding

RJN will assist in the bidding of the Astor/Myrtle Sewer Separation Project including addressing Contractor's questions as-needed, attendance at the pre-bid meeting and preparation of any Addenda. The actual transmittal of the Addenda will be undertaken by the Village. The Village will print and distribute the plans and specifications.

RJN will attend the bid opening and prepare the recommendation and Contingent Notice of Award Letters.

B. Bid Package Review and Submission

The following documents will be required to be submitted as part of the Bid Package review for loan procurement:

1. A certified copy of the published Bid Advertisement
2. Addenda
3. Letter identifying and explaining differences between original permitted quantities and final bid quantities (if any)
4. A copy of the Bid Bond for 5% of the amount Bid.
5. Bid Tabulation
6. A copy of the Bid Proposal for lowest responsible responsive bidder – with eligible and non-loan eligible quantities delineated, as necessary
7. An analysis of the bids and Engineer's recommendation for the award of the bids
8. A summary of evidence that the Contractor has met the DBE participation requirements including
 - a. Bidder certification of advertising,

Mr. Vydas Juskelis

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- b. Completed EPA Forms 6100-2,6100-3, and 6100-4,
- c. Certification that Bidder has no controlling interest in DBE to be utilized
- d. Certification that Form 6100-2 has been provided to all DBE's being utilized
- e. Subcontractors certifications that they have not been debarred (EPA 5700-49) or convicted of bid-rigging (Article 33E of Illinois Criminal Code)
9. Bidder's Executed Certification Regarding Debarment, Suspension, and Other Responsibility Matters" (EPA Form 5700-49)
10. Bidder's Executed Certification regarding compliance with Section 33E of the Illinois Criminal Code of 1961
11. Bidder's Certificate of Non-segregated facilities showing compliance with 18 USC 1001
12. Copy of Executed Notice of Conditional Award
13. List of all proposed sub-contractors
14. Bidding Review Certification and Checklist for Construction Contracts
15. Certification on the use of American made Iron and Steel
16. Loan Applicant's Certification of Engineering or Professional Services Contract Compliance with the Illinois EPA SRF Loan Program Requirements

RJN will compile this package for submission after completion of bidding and review that all the Contractor's Documents are in order.

C. Financial Package and Ordinance Review

The final financial package review is now undertaken concurrently with the review of the Bid Package. RJN will provide revised cash flow projections based on the as-bid cost (+3% contingency) and the actual loan interest rate. RJN will also address questions arising from this review although the Village may need to provide additional clarification. It is anticipated that with this first loan there will be minimal discussion as to the projected revenue stream or ability to cover the repayments. Future loan cycles will require a more rigorous review as projected liabilities approach the \$18 Million authorized.

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 \$45,330.

Sincerely,
RJN Group Inc.



Michael Young P.E.
Senior Vice President



Catherine Morley P.E.
Senior Project Manager

Enclosure: Engineering Fee Summary
Accepted by the Village of Villa Park:

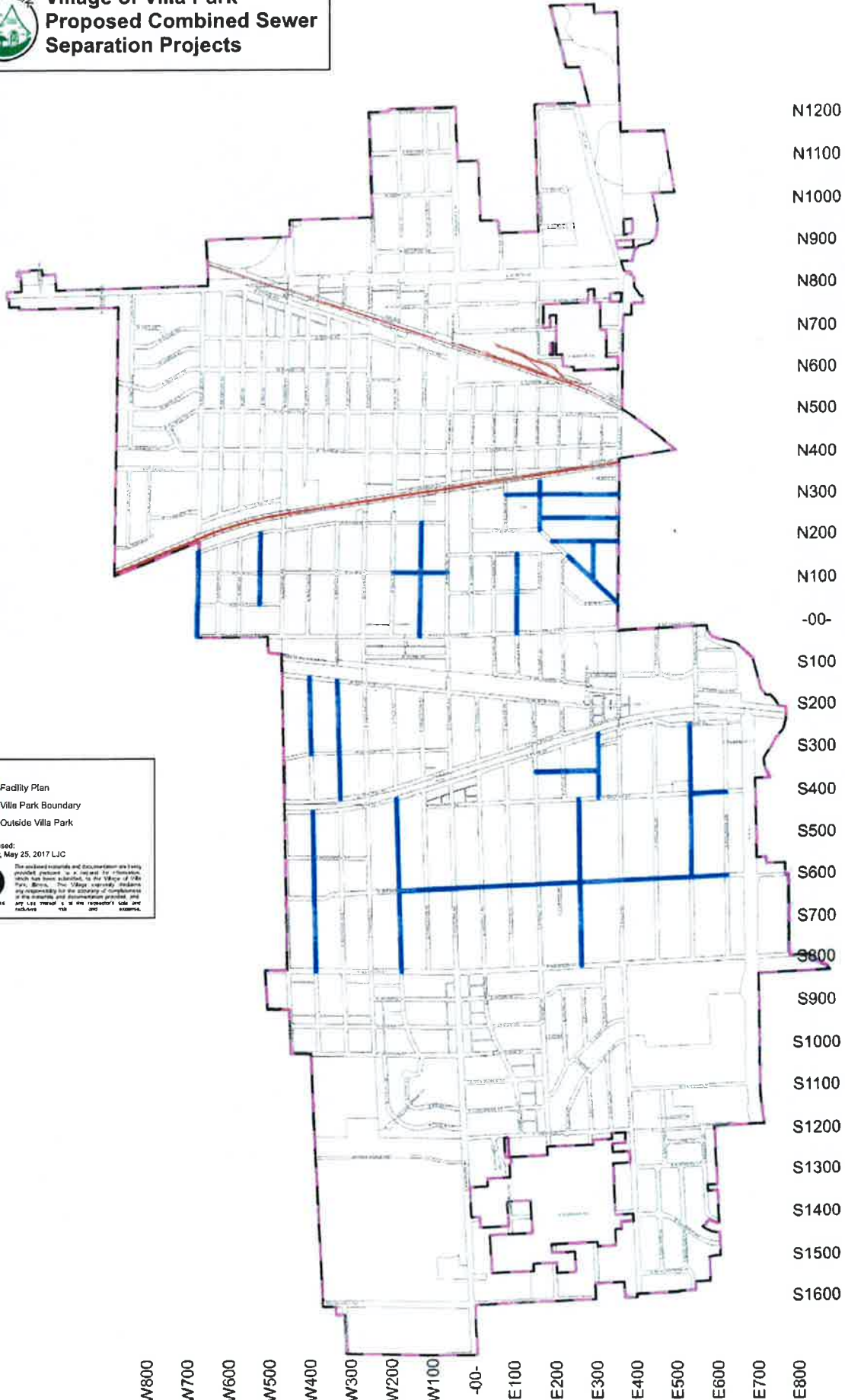
By: Albert Bulthuis
Name: ALBERT BULTHUIS
Title: PRESIDENT
Date: 6-13-17

Estimate of Fee
Village of Villa Park
2017-2021 Facility Plan Preparation and
2017 Astor-Myrtle Sewer Separation Loan Project Assistance

Task	Task Description	225	185	125	110	100	85	70	Total	Total	Task %	
		PD	SPM	SPE	PE	EN	GIS	CL	Hours	Cost	Total	
Task 1 - Loan Assistance												
1001	Facility Plan Coordination/Notice of Categorical Exclusion	1	8	4	12	12	8	8	53	\$5,965	13.2%	
1002	Environmental sign-offs		2	4	4	12	4	4	30	\$3,130	6.9%	
1003	Loan application Forms Assistance		2	8	12	2	0	8	32	\$3,450	7.6%	
1004	Coordination of Application/Management/Meetings		6	6	8	0	0	0	20	\$2,740	6.0%	
1005	Financial Package		6	12	0	0	0	0	18	\$2,610	5.8%	
1006	Review of Legal Documentation		2	2	0	0	0	0	4	\$620	1.4%	
										\$18,515		
Task 2 - Plan and Specification Modification												
2001	Plans		4	8	24	0	0	0	36	\$4,380	9.7%	
2002	Specifications		6	16	10	8	0	0	40	\$5,010	11.1%	
2003	Cost Estimate	2	4	8	10	0	0	0	24	\$3,290	7.3%	
2004	Sanitary Sewer Permit		2	8	0	2	0	2	14	\$1,710	3.8%	
										\$14,390		
Task 3 - Bidding and Submission												
3001	Bidding, Contractors questions, Addenda		8	10	8	8	0	8	42	\$4,970	11.0%	
3002	Pre-bid meeting, bid opening, bid tabulation		3	8	4	8	0	0	23	\$2,795	6.2%	
3003	Bid submission to State and response to questions		8	4	10	12	0	4	38	\$4,560	10.1%	
										\$12,325		
		Sub-total	3	61	98	102	64	12	34	374	\$45,230	99.8%
9901	Shipping									\$100	0.2%	
		Grand Total									\$45,330	100%



Village of Villa Park Proposed Combined Sewer Separation Projects



— Facility Plan
 Villa Park Boundary
 Outside Villa Park

Map Revised:
 Thursday, May 25, 2017 LJC

The enclosed materials and documentation are being provided pursuant to a request for information, which has been submitted to the Village of Villa Park, Illinois. The Village expressly disclaims any responsibility for the accuracy or completeness of the contents and documentation provided, and any use thereof is at the requester's sole and exclusive risk.

NOT TO SCALE

W800 W700 W600 W500 W400 W300 W200 W100 -0- E100 E200 E300 E400 E500 E600 E700 E800
 N1200 N1100 N1000 N900 N800 N700 N600 N500 N400 N300 N200 N100 -0- S100 S200 S300 S400 S500 S600 S700 S800 S900 S1000 S1100 S1200 S1300 S1400 S1500 S1600