



February 27, 2025

Bill McKenna  
Village Engineer  
Village of Oak Park  
201 South Blvd  
Oak Park, IL 60302

**Subject: Proposal for Professional Engineering Services -  
2025 Manhole Inspections**

Dear Mr. McKenna,

RJN Group, Inc (RJN) is pleased to submit this proposal to the Village of Oak Park (Village) to continue performing manhole inspections as part of the Village's 5-Year Sewer Plan.

**Key Project Goals and Objectives**

As part of the Village's 5-Year Sewer Plan, the Village aims to continue a yearly manhole inspection program focused on assessing the condition of all manholes Village-wide. Since the Village already has a well-established CCTV program, performing manhole inspections either in the oldest parts of the system or in areas recently televised will give the Village a more thorough understanding of the condition of their sewer system.

A detailed scope of services is provided in Exhibit A.

**Project Approach**  
**Manhole Inspections**

A manhole inspection program provides many benefits to the Village, 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 defects from the frame down to the bench of the manhole as well as a 360-degree video for digital documentation of all defects and key parts of the manhole. Pipe sizes and inverts will also be documented. All data is collected digitally and able to be viewed online on Clarity®, and any updates will be incorporated into the Village's GIS.

In addition to regular manhole inspections throughout the Village, this scope will also include approximately 127 manholes that are in three high-traffic streets: Oak Park Avenue, Ridgeland Avenue, and Chicago Avenue. Additional traffic control measures will be needed on these streets and are expected to require effort outside of the outlined manhole inspection scope. The expected additional traffic control is outlined in the detailed scope of services (Exhibit A) with the intention of moving any excess funds from this scope to provide additional regular manhole inspections.

## Assuring Quality and Data Visibility

### Quality Management

RJN is committed to providing **quality** deliverables. The completion of these inspections is critical in providing actionable results for the Village. As collection system specialists, RJN has built data review processes that ensure that all data is accurate. Our engineers and field inspection crews are trained and certified in NASSCO PACP and MACP inspection and review to ensure the highest quality data. RJN's internal Quality Control (QC) tools as well as our corporate training and Quality Assurance (QA) processes in place will ensure that the program will provide value for the Village.

### Clarity

Using Clarity®, RJN's in-house built data management and reporting software, the Village will have access to all manhole inspection data.



### Price and Schedule Summary

This project will be invoiced on a Lump Sum, Unit Price, and Time & Materials basis for a total not-to-exceed fee of \$99,700. RJN will begin this study immediately upon an agreement. Complete Scope of Services, Pricing, and Schedule are provided in the following exhibits:

- Exhibit A – Scope of Services
- Exhibit B – Pricing
- Exhibit C – Schedule

We are looking forward to the opportunity to work with the Village of Oak Park on this important project. It is our pleasure to submit this proposal to you. Please feel free to contact Francisco Sobral at 217-714-1209 if you would like to discuss this proposal or have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Francisco Sobral".

Francisco Sobral, PE  
Client Manager

A handwritten signature in black ink, appearing to read "Thomas Romza".

Tom Romza, PE  
Regional Manager



## EXHIBIT A

### SCOPE OF SERVICES

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RJN is proposing the following scope of services to the Village of Oak Park.

#### 1. Manhole Inspections – Approx. 350 manholes

- a. Provide equipment and personnel as necessary for manhole inspections.
- b. Use handheld electronic data collection equipment to collect manhole inspection data.
- c. Complete surface manhole inspections for manholes as outlined. Collect the following attribute data:
  - i. GPS locate of manhole (mapping grade)
  - ii. Manhole diameter and material
  - iii. Connecting sewer diameters, invert measurements, and flow direction.
- d. Identify and document manhole condition, including:
  - i. Direct evidence of I/I
  - ii. Open pickholes in the lid
  - iii. Cover, frame, adjusting ring, and seal condition, including needed adjustments
  - iv. Cone condition and defects
  - v. Wall condition and defects
  - vi. Trough and bench condition and defects
- e. Take a minimum of four digital photographs and 360-degree video of each manhole structure
  - i. Surrounding area
  - ii. Manhole cover
  - iii. Topside - looking down
  - iv. Manhole frame and adjustments
  - v. Any major manhole defects
  - vi. 360-degree video
- f. Upload and provide access to manhole inspection data, photos, and video on the web viewer Clarity®.
- g. Provide data analysis as follows:
  - i. Compile field data and develop a complete list of defects
  - ii. Assign an estimated flow to each defect
  - iii. Determine a preliminary rehabilitation method for each manhole
  - iv. Create a summary of the estimated cost
  - v. The development of a detailed rehabilitation schedule is not included in the scope but can be added if the Village requests it.
- h. Structure inspections will be billed at a unit rate for each type of inspection. Inspections that cannot be completed due to inaccessibility or the inability to find the structure will be billed at ½ the unit rate of a surface inspection. RJN will notify the Village of the structures that were not inspected.

## **2. Summary Report and Data Access**

- a. During the project, provide access to web viewer Clarity® that will provide status of data collection, access to data collected, including field collected media.
- b. Create a summary estimate of rehabilitation costs and prioritize improvements based on severity
- c. Submit a pdf of draft report.
- d. Address Village comments on draft report and revise.
- e. Submit one digital copy of final report.
- f. Provide one digital copy of final report files, data, media, and GIS deliverables.

## **3. Project Management**

- a. Provide project management services including invoicing, scope, schedule, fee tracking, and closeout services.
- b. Provide updates to Village staff throughout the duration of the project.
- c. Meet with Village staff as necessary to discuss progress of the project.

## **4. Additional Traffic Control**

- a. Provide traffic control measures during manhole inspections located in the following high-traffic streets:
  - i. Oak Park Avenue
  - ii. Ridgeland Avenue
  - iii. Chicago Avenue
- b. Additional Traffic Control is expected to include:
  - i. Setting up visible signage and traffic cones.
  - ii. Using flaggers to direct traffic.
  - iii. If needed, develop with the Village, and post "No Parking" signs in areas where manholes will be more accessible without street parking
  - iv. Communicating with local businesses on the procedure and any parking restrictions.
  - v. Any other methods to ensure the safety of RJN and/or Village personnel.
- c. Additional Traffic Control will be provided on a Time & Materials basis, any additional funds from this scope item can be used for additional manhole inspections at the same unit price.

## **Items Requested from the Village**

1. Updated GIS geodatabases, shape files, or CADD atlases for the sanitary sewer collection system.
2. Access to manholes for Manhole inspection work. Assistance locating or opening seized/buried manholes as required.
3. Assistance with traffic control in high traffic areas, as necessary and agreed upon.



## EXHIBIT B PRICING

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Pricing for the Village of Oak Park Manhole Inspections project is as follows:

Pricing Terms for Invoicing: Unit Price, Lump Sum

Not-To-Exceed Total Cost: \$99,700

### Cost Schedule

	Task	Quantity	Cost per Unit	Type	Fee
1000	Manhole Inspections	350	\$170	EACH	\$59,500
2000	Summary Report	-	-	LS	\$13,800
3000	Project Management and Meetings	-	-	LS	\$6,400
4000	Traffic Control Assistance	-	-	T&M	20,000
					<b>\$99,700</b>

### Proposal Option

This Proposal can be amended to include additional work upon joint approval by the Village and RJN.

## 2025 Rate Schedule

	Classification	2025 Rates*
<b>PD</b>	Project Director	\$265.00
<b>SPM</b>	Senior Project Manager	\$235.00
<b>PM</b>	Project Manager	\$200.00
<b>SCM</b>	Sr. Construction Manager	\$180.00
<b>CM</b>	Construction Manager	\$170.00
<b>CO</b>	Construction Observer	\$150.00
<b>SPE</b>	Senior Project Engineer	\$170.00
<b>PE</b>	Project Engineer	\$155.00
<b>EI</b>	Engineer I	\$140.00
<b>GSS</b>	GIS Specialist	\$135.00
<b>GIS</b>	GIS Analyst	\$120.00
<b>SDA</b>	Senior Data Analyst	\$135.00
<b>DA</b>	Data Analyst	\$115.00
<b>FM</b>	Field Manager	\$120.00
<b>FS</b>	Field Supervisor	\$110.00
<b>FT</b>	Field Technician	\$100.00
<b>AS</b>	Administrative Support	\$110.00
	<i>*Rates valid through 12/31/2025.</i>	



## EXHIBIT C

### PROPOSED SCHEDULE

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RJN is prepared to start work immediately upon an Agreement. Schedule is based on a notice to proceed by the end of March 2025.

Task	Timeline
Manhole Inspections	Will be completed by end of October 2025
Summary Report	Will be completed within two months of completion of inspections