November 27, 2024

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

Subject: **Proposal for Professional Engineering Services -
2024 CCTV Review and Recommendations, Historic CCTV Database
Upload & Development of 5-Year Sewer Plan**

Dear Mr. McKenna,

RJN Group, Inc (RJN) is pleased to submit this proposal to the Village of Oak Park (Village) for the following services:

- Annual CCTV Review and Recommendations
- Historic CCTV Database Upload onto Clarity® and Review
- Development of 5-Year Sewer Plan

RJN recently performed a pilot CCTV Review and Recommendations project in anticipation of the Village's annual Sewer Cleaning and Inspection project. The CCTV data was uploaded onto Clarity®, where the Village was able to start managing their CCTV program in one central repository.

Key Project Goals and Objectives

Over the past several years, the Village has performed annual CCTV inspections in various locations. The main goal of these investigations was to identify any immediate priority issues within the Village's sewer system in anticipation of the road re-surfacing program that the Village performs annually.

The Village has several years of historical CCTV inspections stored in physical hard drives. The Village would like to upload all historical CCTV data onto Clarity® in order to manage their data in one central repository.

Additionally, the Village has established an annual program to maintain, clean, and televise their sewer collection system. RJN will review the CCTV data (database and video) from the 2024 cleaning and inspection program to identify defects, locate sources of inflow and infiltration (I/I) entering the system, and to provide comprehensive rehabilitation recommendations to the Village.

The Village has requested RJN to develop a 5-Year Village Sewer Plan. The objective is to establish a continuous plan for conducting investigations, rehabilitation, design, and construction for the Village sewer system.

A detailed scope of services is provided in Exhibit A.

Project Approach

Historical CCTV Database Upload

Uploading all CCTV videos and databases performed by the Village to Clarity® will provide several benefits to the Village. This includes creating a datahub for all CCTV performed throughout the years, the ability to review all sewer segments and identify defects within the Village's sewer system, and development of an inspection, rehabilitation, and design plan for the sewer system for the next several years.

CCTV Review

Another key process in understanding contributing I/I is identifying the defects and blockages in the sanitary sewer itself. To better understand these defects in the sanitary sewer, RJN will review and make rehabilitation recommendations based on the Village 2024 cleaning and inspection program.

5-Year Village Sewer Plan

Developing a 5-Year Sewer Plan provides many benefits to the Village. First, it is important to gain an understanding of all condition assessments and rehabilitation completed to data. After this has been accomplished, the goal is then to develop a detailed plan for future work that centers around future condition assessment work, sewer rehabilitation prioritization based on criticality and cost, and design and construction work.

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 CCTV data. Through Clarity® CCTV Manager, the Village will be able to manage their CCTV program through a central repository, as well as quickly review videos focused on identified problem sites.

Price and Schedule Summary

This project will be invoiced on a lump sum and unit price for a total not-to-exceed fee of $141,680 RJN will initiate the CCTV review and recommendations upon receival of CCTV data and videos from the Village.

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,

Francisco Sobral, PE
Client Manager

Tom Romza, PE
Regional Manager

EXHIBIT A
SCOPE OF SERVICES

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

1. **Historical CCTV Data Prep & Clarity Upload**
   a. Upload and provide access to historical CCTV data and videos (up to 200,000 linear feet) on Clarity. On Clarity, the Village will be able to:
      i. View background ArcGIS layers as provided by the Village.
      ii. Review sewer televising videos, PACP defect database, and mapped PACP codes overlaid on a base map.
      iii. Search for individual locations, query defects, color code maps by various ratings.
      iv. Export videos, databases, queries, etc.
      v. Access summary documents that note all findings from historical data as well as a list of segments with upload issues that require additional Village input in order to finalize.

2. **CCTV Review and Recommendations (2024 CCTV Program)**
   a. Retrieve CCTV videos and databases from the Village chosen and managed CCTV contractor.
   b. Upload and provide access to CCTV data and videos on the web viewer Clarity®.
   c. Provide equipment and personnel as necessary for televising video review.
   d. Review sewer televising videos using PACP-certified personnel and PACP coding standards.
   e. Provide data analysis as follows:
      i. Review and evaluate observations
      ii. Assign an estimated flow to each defect
      iii. Determine a preliminary rehabilitation method and level of severity for each segment

3. **Development of 5-Year Sewer Plan**
   a. Build and maintain a 5-Year Sewer Plan planning document for the Village to establish goals for future years of work based on results of ongoing studies.
   b. The 5-Year Sewer Plan shall include the following budgetary items:
      i. Program and Project Management
      ii. GIS Management and Support
      iii. Manhole Inspection Program
      iv. Annual Sewer Televising Program
      v. Rehabilitation Prioritization
      vi. Design and Construction Management
   c. Estimate projection of cost for projects by year, with separation by engineering and construction services.

d. Meet periodically with the Village to establish goals and revise 5-Year Sewer Plan as needed.

4. **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. Submit a pdf of draft report.
    c. Address Village comments on draft report and revise.
    d. Submit one digital copy of final report.
    e. Provide one digital copy of final report files, data, media, and GIS deliverables.
    f. Create a summary estimate of rehabilitation costs and prioritize improvements based on severity
    g. The development of a detailed asset management plan or design of rehabilitation recommendations is not included in the scope, but can be added if requested by Village

5. **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.

6. **Historical CCTV Review and Recommendations**
    a. Retrieve CCTV videos and databases from the Village chosen and managed CCTV contractor.
    b. Upload and provide access to CCTV data and videos on the web viewer Clarity®.
    c. Provide equipment and personnel as necessary for televising video review.
    d. Review sewer televising videos using PACP-certified personnel and PACP coding standards.
    e. Provide data analysis as follows (note: specific recommendations and report not included):
        i.   Review and evaluate observations
        ii. Assign an estimated flow to each defect
        iii. Determine a preliminary rehabilitation method and level of severity for each segment

Items Requested from the Village

1. Updated GIS geodatabases, shape files, or CADD atlases for the sanitary sewer collection system.
2. CCTV televising videos and PACP coded databases for the sewers to be reviewed and uploaded to Clarity.

EXHIBIT B
PRICING

Pricing for the 2024 CCTV Review and Recommendations, Historic CCTV Database Upload, and the Development of 5-Year Sewer Plan project is as follows:

Pricing Terms for Invoicing: Unit Price/ Lump Sum

Not-To-Exceed Total Cost: $141,680

Cost Schedule

	Task	Quantity	Cost per Unit	Type	Fee
1000	Historical Data Prep & Clarity Upload	-	-	LS	$25,200
2000	2024 Annual CCTV Review	26,000	$0.38	LFT	$9,880
3000	Development of 5-YR Sewer Plan	-	-	LS	$11,500
4000	Summary Report – 2024 CCTV	-	-	LS	$12,700
5000	Project Management and Meetings	-	-	LS	$6,400
6000	Historical CCTV Review & Recommendations	200,000	$0.38	LFT	$76,000
					$141,680

Proposal Option

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

EXHIBIT C
PROPOSED SCHEDULE

RJN is prepared to start work immediately upon receival of CCTV data and videos from the Village. This schedule is based on a notice-to-proceed no later than February 1, 2025.

Task	Timeline
2024 Annual CCTV Review	Within two months of receipt of data for review.
Summary Report – 2024 CCTV	Will be completed by June 30, 2025.
Development of 5-YR Sewer Plan	Will be completed by June 30, 2025.
Historical Data Prep & Clarity Upload	Within two months of receipt of data for review.
Historical CCTV Review & Recommendations	Will be completed by September 30, 2025.