



December 30, 2025

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

**Subject: Proposal for Professional Engineering Services -  
2026 Manhole Inspections and CCTV Review**

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 and CCTV review 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. With the Village's established annual program to maintain, clean, and televise their sewer collection system, RJN will review the CCTV data (database and video) from the 2025 cleaning and inspection program to identify defects and to provide comprehensive rehabilitation recommendations to the Village.

Additionally, RJN will update the 5-Year Village Sewer Plan. The objective is to maintain 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**  
**Manhole Inspections**

A manhole inspection program provides many benefits to the Village, including mapping updates, 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.

## CCTV Review

Another key process in understanding structural and maintenance issues 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 2025 cleaning and inspection program.

## 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 and CCTV 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 \$150,000. 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 Tom Romza if you would like to discuss this proposal or have any questions.

Sincerely,

A handwritten signature in black ink that reads "Katie Sullivan".

Katie Sullivan, PE  
Project Engineer

A handwritten signature in black ink that reads "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. 480 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. 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. Determine a preliminary rehabilitation method for each manhole
  - iii. Create a summary of the estimated cost
  - iv. 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.
- i. This scope does not include traffic control beyond the typical measures performed by RJN, such as the use of vehicles with flashing lights, traffic cones, and similar standard practices.

## 2. Post-Rehabilitation Update Manhole Inspections

- 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. 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. 360-degree video
- e. Upload and provide access to manhole inspection data, photos, and video on the web viewer Clarity®.
- f. 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.

## 3. CCTV Review and Recommendations (2025 CCTV Program)

- a. Retrieve CCTV videos and databases from the Village's 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. Determine a preliminary rehabilitation method and level of severity for each segment

## 4. 5-Year Sewer Plan Update

- a. Maintain the 5-Year Sewer Plan documents for the Village for established 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.
5. **Summary Reports 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 reports.
  - c. Address Village comments on draft reports and revise.
  - d. Submit one digital copy of final reports.
  - 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
6. **On-Call Engineering Services**
- a. Services may include but are not limited to:
    - i. Uploading the remaining 2018 Historic CCTV video to Clarity without a PACP Database.
    - ii. Providing engineering design support and construction management assistance as needed.
    - iii. Uploading additional out-of-scope CCTV data to Clarity
    - iv. Performing other services as agreed upon by RJN and the Village.
7. **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.

### **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

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

Pricing Terms for Invoicing: Unit Price, Lump Sum, Time and Materials

Not-To-Exceed Total Cost: \$150,000

### Cost Schedule

	Task	Quantity	Cost per Unit	Type	Fee
1000	Manhole Inspections	480	\$175	EACH	\$84,000
2000	Post-Rehab Update Manhole Inspections	8	\$130	EACH	\$1,040
3000	Manhole Summary Report	-	-	LS	\$13,000
4000	CCTV Review and Recommendations	52,000	\$0.38	LFT	\$19,760
5000	CCTV Summary Report	-	-	LS	\$7,200
6000	5-Year Sewer Plan Update	-	-	LS	\$8,000
7000	On-Call Engineering Services	-	-	T&M	\$9,000
8000	Project Management and Meetings	-	-	LS	\$8,000
					<b>\$150,000</b>

### Proposal Option

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

## 2026 Rate Schedule

	Classification	2026 Rates*
<b>PD</b>	Project Director	\$270.00
<b>SPM</b>	Senior Project Manager	\$240.00
<b>PM</b>	Project Manager	\$205.00
<b>SCM</b>	Sr. Construction Manager	\$185.00
<b>CM</b>	Construction Manager	\$170.00
<b>CO</b>	Construction Observer	\$150.00
<b>SPE</b>	Senior Project Engineer	\$175.00
<b>PE</b>	Project Engineer	\$160.00
<b>EI</b>	Engineer I	\$145.00
<b>GSS</b>	GIS Specialist	\$140.00
<b>GIS</b>	GIS Analyst	\$120.00
<b>SDA</b>	Senior Data Analyst	\$140.00
<b>DA</b>	Data Analyst	\$120.00
<b>FM</b>	Field Manager	\$125.00
<b>FS</b>	Field Supervisor	\$115.00
<b>FT</b>	Field Technician	\$105.00
<b>AS</b>	Administrative Support	\$115.00
	<i>*Rates valid through 12/31/2026.</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 February 2026.

Task	Timeline
<b>Manhole Inspections</b>	Will be completed by end of August 2026, contingent upon the selected manholes being provided to RJN by April 2026
<b>CCTV Review and Recommendation</b>	Will be completed by September 2026, contingent upon receipt of the CCTV database and videos by April 2026
<b>Summary Reports</b>	Will be completed within three months of completion of inspections and review
<b>5-Year Sewer Plan Update</b>	Will be completed by the end of 2026