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January 2, 2019

Mr. Ken Lopez
Township Administrator
Township of Palatine
721 S. Quentin Road
Palatine, IL 60067

Re: Proposal for Design and Construction Engineering Services
Sanitary Sewer CIPP Lining Project

Dear Mr. Lopez:

In accordance with your request, RHMG has prepared the following proposal for design engineering and construction administration services for cured in place pipe lining of sewers permitted by and consequently the responsibility of the Township of Palatine in advance of assigning sewer ownership to the Village of Palatine.

Background

The Township has completed the spot repairs that the Village of Palatine required as part of the sewer transfer from the Township to the Village. The next step is to line the Township sewers via Cured-in-Place Pipe Lining (CIPP) method.

We previously recommended that the Township work with the Village of Palatine to line the sewers under the Village of Palatine's yearly lining program. Both RHMG and the Township reached out to Village staff regarding the possibility of the Township participating in the Village's next bid. Due to the Township's desired timing, they will bid the lining work separately. Consequently, RHMG is submitted a proposal to prepare the bidding documents for the CIPP Lining work.

Construction services are also included in our scope of work. Coordination and discussion with the impacted residents will be an important component of construction. During the installation of the liner, residents connected to the sewer to be lined will not be able to utilize their sinks/toilets as their service will be blocked. Ensuring all impacted residents are aware of the work will be necessary to minimize the potential for sewer backups and other issues.

Scope of Services

Our proposed scope of services for this project includes the following tasks:

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1.0 Design and Bidding Phase

- 1.1 Prepare Bidding Documents** - RHMG will prepare contract documents, bidding documents, and technical specifications for the proposed project utilizing the Engineers Joint Contract Documents Committee (EJCDC) General Conditions. The construction contract will be set up on a unit price basis; all required bid items will be identified, and their associated quantities estimated. Technical specifications for the sewer lining will include the liner material, installation procedures, reference standards, liner end seals, lining of service laterals and quality testing procedures. RHMG will prepare exhibits and sewer maps detailing the scope of work for the bidding documents. RHMG will also submit the specifications to the Village of Palatine for their review and approval prior to bidding as the sewers will ultimately be assigned to the Village.
- 1.2 Bidding Services** - RHMG will solicit bidders and provide consultation services during bidding, including answering questions from potential bidders and preparing addenda that may be necessary to clarify the intent of the plans. RHMG will attend the bid opening and review the submitted bids, prepare a bid tabulation, and prepare a recommendation to the Township for award of the contract to the lowest, qualified bidder. References of the contractor will be contacted and their current workload and capacity to complete the work reviewed.

2.0 Construction Phase

- 2.1 Pre-Construction Conference** - To initiate the construction phase, a pre-construction meeting with the successful bidder will be held. All appropriate Township and Village staff will be invited to this meeting. The purposes of the pre-construction meeting will be to:
- Provide an opportunity for the various parties to meet one another
 - Review certain pertinent contract requirements and procedures
 - Establish ground rules and timelines for the project
 - Review the project schedule
- 2.2 Contract Document Preparation and Shop Drawing Review** – RHMG will prepare contract documents for execution by the contractor. Additionally, the specifications require the contractor to submit for approval materials data, samples, layout drawing, etc. RHMG will review these various shop drawing submittals to ensure conformance with the contract specifications. RHMG will record data received, maintain a file of the drawings and submissions, check for compliance with Contractor's

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submittal schedule, and check construction for compliance with approved shop drawings.

2.3 General Consultation

2.3.1 Liaison - RHMG will serve as the Townships liaison with the contractor working principally through the contractor's project manager.

2.3.2 Consultation - RHMG will give consultation and advice to the Township throughout the course of the construction project. This consultation will take the form of telephone conversations, emails, letters, memos, and meetings, as appropriate.

2.3.3 Interpretation of Plans and Specifications - Throughout the course of the construction phase, RHMG will assist Township staff in answering any questions which may arise and will provide any necessary interpretation and/or clarification of the plans and specifications. Any contractor's requests for modifications to the contract drawings and specifications will be reviewed by RHMG and recommendations will be forwarded to the Township.

2.3.4 Review of Pre- and Post- Construction Sewer Televising Videos – RHMG's field staff will review the pre- and post construction videos which the contractor is required to provide. RHMG will also assemble the reports and data provided by the contractor and provide to the Township.

2.4 Prepare/Process Change Orders - Any proposed change in the scope of construction will be reviewed and a recommendation will be made by RHMG. Any necessary supplemental drawings or details will be prepared. Additions or deductions to the total contract dollar amount will be reviewed and recommendations for approval will be made to the Township. The necessary change order paperwork will be prepared and processed by RHMG. RHMG will also prepare the Final Balancing Change Order.

2.5 Pay Estimate Review - Partial pay estimates submitted by the contractor throughout the project will be reviewed to verify completed work, certified payroll reports, and waivers of lien. Recommendation for payment will then be made to the Township.

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- 2.6 Construction Observation** - RHMG will furnish a Resident Project Representative in order to provide part-time on-site observations of the work in progress to confirm it is proceeding in accordance with the Contract Documents. RHMG will notify the Township of any work believed to be unsatisfactory, faulty, defective, or in non-compliance with the Contract Documents and will advise the Township when it believes it is necessary to disapprove work as failing to conform to the Contract Documents. Daily reports of construction progress will be prepared and submitted to the Township. The duties, responsibilities and limitations of the RPR are summarized in the attached Attachment A-1.

Additional Scope Services

Additional scope services for the project shall include, but not be limited to the following:

1. Services due to major changes in general scope of the project, including site inspections, or communication/coordination with contractors for specific repair/replacement costs.
2. Giving testimony as an expert witness for Utilities, Inc. in litigation or other court proceedings involving this project.
3. Construction Observation Services
4. Other additional services as authorized by the Owner.

Proposed Fee

We propose to perform the engineering services on a time and material basis with a not-to-exceed fee of \$12,660. We are prepared to start the work immediately upon authorization, with bidding to occur within the month of February assuming timely review on the behalf of the Village of Palatine. You may authorize this work by executing the signature block below and returning a copy of this letter.



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We appreciate this opportunity to be of continuing service to the Township of Palatine. If you have any questions, please give me a call to discuss.

Sincerely yours,

RHMG ENGINEERS, INC.

Benjamin W. Metzler, P.E., CFM
Vice President

Township of Palatine

Agreed to this 28th day of JANUARY, 2019

By:

Title: Supervisor



Exhibit A
Hour and Fee Estimate
Palatine Township
Sanitary Sewer CIPP Lining Project

1/2/2019

Project Task	HOURS				Total Hours	Total Fee per Task
	Principal / Proj. Manager	Junior Engineer	Drafter / Technician	Clerical		
1. Design Phase						
1.1 Prepare Bidding Documents	2	18	12	6	38	\$ 3,765
1.2 Bidding Services	2	8	4	6	20	\$ 1,943
2. Construction Phase						
2.1 Preconstruction Conference	4	8	2	4	18	\$ 1,921
2.2 Contract Document Preparation and Shop Drawing Review	2	8		2	12	\$ 1,274
2.3 General Consultation	6	6			12	\$ 1,557
2.4 Prepare/Process Change Orders	1	4			5	\$ 569
2.5 Pay Estimate Review	2	6		4	12	\$ 1,204
Total Hours	19	58	18	22	117	
Billing Rate	\$156.50	\$103.00	\$99.00	\$68.36		
Labor Cost	\$2,974	\$5,974	\$1,782	\$1,504	\$12,233	
Direct Expenses						\$428
Total Fee						\$12,660

ATTACHMENT "A-1"
DUTIES, RESPONSIBILITIES AND LIMITATIONS OF THE
AUTHORITY OF THE RESIDENT PROJECT REPRESENTATIVE

A. DUTIES AND RESPONSIBILITIES

For those portions of the project for which RHMG is to provide construction observation, the Resident Project Representative shall:

1. **Schedule:** Review the construction schedule prepared by the Contractor for compliance with the contract and give written advice to the Engineer concerning its acceptability.
2. **Notifications:** Prepare and distribute regular Project Notification Letters to impacted residents, businesses, schools, refuse and delivery companies.
3. **Conferences:** Attend construction conferences. Arrange a schedule of progress meetings and other job conferences as required in consultation with the Engineer and notify those expected to attend in advance. Maintain and circulate copies of records of the meetings.
4. **Liaison:**
 - (a) Serve as the Engineer's liaison with the Contractor working principally through the Contractor's field superintendent.
 - (b) Cooperate with the Contractor in his dealings with the various local agencies having jurisdiction over the Project in order to complete service connections to public utilities and facilities.
 - (c) Assist with obtaining from the Owner additional details or information, when required at the job site for proper execution of the work.
 - (d) Coordinate with the pertinent agencies having permitting jurisdiction over the project.
 - (e) Enforce the stormwater Pollution Prevention Plan to ensure compliance with the IEPA Stormwater NPDES Permit.
 - (f) Coordinate with utility companies as required (Nicor, ComEd, At&T, Comcast, etc.)
 - (g) Assist with handling of all issues associated with off-site disposal of all excavated material (CCDD, special waste, etc.)
5. **Approvals:** When required, assist the Engineer with obtaining from the Contractor a list of his proposed suppliers and subcontractors.
6. **Samples:** Assist with obtaining the field samples of materials delivered to the site which are required to be furnished, and keep record of actions taken by the Engineer.

7. Shop Drawings:
 - a. Receive approved shop drawings and other submissions from the Engineer; record data received, maintain a file of the drawings and submissions, and check construction for compliance with them.
 - b. Alert the Contractor's field superintendent when he observes materials or equipment being installed before approval of shop drawings or samples, where such are required, and advise the Engineer when he believes it is necessary to disapprove work as failing to conform to the Contract Documents.
8. Surveys: Verify construction layout performed by the contractor.
9. Review of Work, Inspections and Tests:
 - a. Review pre and post- construction televising videos of sanitary sewer main lines and services, plus storm sewers as applicable/warranted.
 - b. Conduct on-site observations of the work in progress as a basis for determining that the Project is proceeding in accordance with the Contract Documents.
 - c. Verify and witness that tests, including watermain pressure tests, sewer deflection tests, and watermain disinfection which are required by the Contract Documents, are conducted and that the Contractor maintains adequate records thereof; observe, record and report to the Engineer appropriate details relative to the test procedures and start-ups.
 - d. Accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, record the outcome of these inspections and report to the Engineer.
10. Records:
 - a. Maintain daily project diary, daily inspection report forms, field books, quantity books documenting field measured quantities and orderly files for correspondence, reports of job conferences, shop drawings and other submissions, reproductions or original contract documents including all addenda, change orders and additional drawings issued subsequent to the award of the contract, the Engineer's interpretations of the Contract Documents, progress reports, and other Project related documents.
 - b. Maintain a set of drawings on which authorized changes are noted, and deliver to the Engineer at the completion of the Project. Also document all sanitary, water and storm service locations and materials in both tabular and drawing forms.
11. Reports:
 - a. Furnish the Engineer periodic reports as required of progress of the Project and the Contractor's compliance with the approved construction schedule.

- b. Consult with the Engineer in advance of scheduled major tests or start of important phases of the Project.
12. Completion:
- a. Prior to final inspection, submit to the Contractor a list of observed items requiring correction and verify that each correction has been made.
 - b. Conduct final inspection in the company of the Engineer and the Owner and prepare a final list of items to be corrected.
 - c. Verify that all items on the final list have been corrected and make recommendations to the Engineer concerning acceptance.

B. LIMITATIONS OF AUTHORITY

Except upon written instructions of the Engineer, the Resident Project Representative:

- 1. Shall not authorize any deviation from the Contract Documents.
- 2. Shall not undertake any of the responsibilities of the Contractor, the subcontractors or the Contractor's field superintendent.
- 3. Shall not expedite the work for the Contractor.
- 4. Shall not advise on or issue directions relative to any aspect of the construction technique or sequence unless a specific technique or sequence is called for in the Contract Documents.
- 5. Shall not authorize the Owner to occupy the Project in whole or in part to final acceptance of the work.
- 6. Shall not participate in specialized field or laboratory tests.

