

## EXHIBIT A



April 5, 2024

Ronald J. Wiedeman, P.E.  
City Engineer  
City of Crest Hill  
20600 City Center Boulevard  
Crest Hill, Illinois, 60403

**Proposal: Phase II Engineering Services | Division Street Reconstruction and Resurfacing - Weber Road east one mile**

Dear Mr. Wiedeman,

V3 Companies (V3) is pleased to submit this proposal to provide professional engineering services for the Division Street Reconstruction and Resurfacing project. It is our understanding the City will be utilizing MFT and Local funds to complete the project. We understand that a permit from the WCDOT will be required for the work in proximity to Weber Road. Although we do not anticipate involving IDOT permits, there may be a scenario as we put our maintenance of traffic plans together that a detour is utilized on Route 53/7. All design documents will be prepared meeting IDOT MFT requirements suitable to the City of Crest Hill's bidding requirements.

Jason Holy will be our Project Manager and main point of contact for this project. Our project team is available immediately to start work. We appreciate the opportunity to present this proposal. Jason is available to answer any questions or to further expand upon this submittal. You can contact him directly at 630.254.1522 or [jholy@v3co.com](mailto:jholy@v3co.com).

Sincerely,  
V3 Companies, Ltd.

A handwritten signature in black ink, appearing to read 'Kurt Corrigan', with a long horizontal line extending to the right.

Kurt Corrigan, P.E.  
Vice President of Municipal Services



### Scope of Services – Phase II Engineering

The following is the scope of services necessary to successfully deliver plans, specifications and construction estimates to the City of Crest Hill for the reconstruction and resurfacing of Division Street from Weber Road east for approximately one mile. The services will meet City of Crest Hill, Will County and IDOT policies, procedures, and guidelines. It is our understanding that the project will utilize both local and MFT funds.

#### TASK 1 – PROJECT SURVEY AND BASE SHEETS

A Topographic Map will be conducted within the survey area of the right-of-way for Division Street from Weber Road (including the intersection) to approximately one mile east of Weber Road. In addition to the full rights-of-way, the survey areas shall include up to an additional 50' north and south of Division Street.

The Topographic Map services will include the following:

- Recover and measure a source benchmark published by the National Geodetic Survey, County or Municipality near the project and establish two site benchmarks within the survey area. Elevations will be referenced to the North American Vertical Datum of 1988 (NAVD88). Description of the location and elevation of the source and site benchmarks to which the topographic surveying is referenced to, will be indicated on the survey.
- A contour survey with 1'-0" contour intervals will be prepared from field spot elevations. Spot elevations obtained in the field will be of sufficient quantity to generate a contour survey, which properly represents the ground surface. Additional elevations will be indicated on the survey as required to establish accurate profiles (including all changes or breaks in grade) and cross-sections of walks, curbs, gutter, pavement edges, and centerlines.
- Spot elevations will be shown to the nearest 0.01 foot on all "hard surfaces" and utility structures. Spot elevations in unpaved areas such as grass and dirt shall be accurate to the nearest 0.1 foot.
- Pavement types such as concrete, asphaltic concrete, gravel, etc. will be indicated.
- Existing improvements, such as mailboxes and signs shall also be located.
- Individual trees of 6" diameter or greater within unimproved areas and ornamental parkway trees of 3" diameter or greater within improved properties (all callipered 4' above the ground) along the north and south sides of Division Street will be located within one-foot tolerance. Where brush exist, the perimeter outline of the brush will be additionally shown.
- V3's International Society of Arboriculture (ISA) certified arborist will identify all trees 6" DBH and greater within the project area to be impacted by construction. The trees will be tagged as part of V3's topographic survey scope of services. The tag number, diameter, and tree species will be recorded for each tree identified. A rating will be assigned to each tree which will consider the size, species, condition, location, and aesthetics of each. A summary table will be prepared listing the scientific name, common name, DBH, and rating of each tree identified. In addition, V3's Certified Arborist will evaluate the potential for bat habitat during the tree identification process.
- The information provided by V3 regarding tree quality is based on an interpretation of observed tree growth habit and health at the time of the field investigation. V3 provides the best information available at the



## DIVISION STREET RECONSTRUCTION AND RESURFACING – WEBER ROAD EAST ONE MILE

time of the field investigation, but outside factors may affect tree characteristics with time, including weather, vegetation maintenance, altered drainage, disease, or other events.

- Mean elevations of water in retention ponds, lakes, or streams will be shown as depicted at the time the survey field work was conducted.
- Top of curb, flow line, and edge of pavement elevations of all roadways and streets within the survey area shall be shown.
- The centerline profile of the road and certain utility conflicts may be shown in the profile section of the drawing. This shall be negotiated with the client.
- Apparent Right-Of-Way lines will be shown on the map from public record maps, plats and other documents and coordinated with monumentation found in the field via a limited search and apparent occupation.

### 3D/Open Roads Survey Processing

- Upon completion of the field data collection survey, base sheets will be prepared in Bentley's Open Roads Design (ORD) in accordance with the State of Illinois Department of Transportation Computer Aided Design, Drafting, Modeling and Deliverables Manual.

### TASK 2 -RIGHT OF WAY SURVEY

- The Right-Of-Way scope item within Task 1 will be escalated to a Boundary Survey defining the public right of way property limits using available public record documents, those provided by the City, County Department of Transportation, or others in conjunction with a more comprehensive field investigation of monumentation and occupation. V3 will examine existing record easements for each parcel along the corridor through title commitment research and depict the limits. It is anticipated that approximately five (5) title reports will be required for this task. Each title commitment research report is estimated to cost approximately \$950 per unsubdivided parcel or subdivision plat.

### TASK 3 - JULIE UTILITY SURVEY

- The Topographic Survey shall incorporate information on existing utility systems adjoining or contained within the Survey Area which are obtained from City departments or utility companies responding to written or verbal requests for utility records through the Joint Utility Locating Information for Excavators (J.U.L.I.E.) Design Stage/Planning Information Process and available for the surveyors use at the time of the survey. Records or Atlas information that is provided to V3 after completion of the survey can be provided to the CLIENT or engineer.
- Field markings by J.U.L.I.E. members, which are coordinated by others, shall be shown on the survey if present at the time of survey.
- The following list contains typical information provided for the specific utilities located which are above ground and visible at the time of the survey. Snow cover, earth or construction debris covering typically above ground structures may not be located.
- Sanitary and Storm Sewers: Size, type, and direction of pipes; rim and invert elevations, location of manholes, inlets, catch basins, and end sections.



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- Water Mains: Size, type, and direction of pipes, top of pipe elevations at valve vault locations, location of valves and hydrants.
- Gas Mains: Location of valves and mains if marked in the field at the time of the survey.
- Telephone, Electric, and Cable TV pedestals and transformers.
- Traffic and Street Light poles and cables if marked in the field at the time of the survey.
- Visible evidence of field tiles or those marked in the field at the time of the survey.
- Other utilities not listed above and occurring within the Survey Area will be shown in a similar manner.
- Utilities and improvements shall be shown based on visible field verified structures, in coordination with the design stage process, if available. V3 shall only show underground utility lines between structures that are in the field and appear to be connected. In areas where structures are not shown connected, V3 recommends that the CLIENT contract a specialist to perform a die test or other sub terrain exploratory test.

### TASK 4 - GEOTECHNICAL INVESTIGATION AND LPC- 663 SOIL CERTIFICAITON

Our subconsultant, NASHnal, will perform soil borings/pavement cores and prepare a geotechnical report to determine the suitability of the soils for the roadway reconstruction and resurfacing. 10 soil borings are estimated in the reconstruction section and 5 pavement cores within the resurfacing section. Pavement cores will include hard surface and base material to sub-grade.

An environmental screening for CCDD soil disposal will be conducted by V3 currently with the geotechnical borings. A V3 geologist will be onsite and collect samples from the geotech borings for environmental analysis. The sampling plan will be dependent on the proposed excavation for the project, and the results of the environmental review of the land use history of the properties adjoining the project. Project soils will be evaluated for CCDD disposal based on the criteria in IL Title 35 Part 1150 Subtitle J: Clean Construction or Demolition Debris, and LPC-663 documentation will be provided for qualifying soils. Any project soils that do not meet the criteria for CCDD disposal will be delineated and characterized for alternative disposal detailed in the plan documents.

### TASK 5 - SEWER CLEANING/TELEVISIONING AND TAPE REVIEW

V3 will utilize the services of CTS to provide storm sewer cleaning and video taping of the existing pipes, including any cross road culverts. V3 will evaluate the tapes and provide the City with recommendations to repair or replace various structures and lines. It is estimated that 2500 feet of storm sewer will be cleaned and televised.

### TASK 6 – FIELD RECONNAISSANCE

Upon completion of the survey and base sheets and the televising of the existing sewer, V3 will walk the site to verify the existing pavement condition, make repair recommendations for the area of the resurfacing, identify potential conflicts with existing utilities and verify existing conditions collected during survey, data collection and JULIE survey. In addition, V3 will evaluate the existing condition of the drainage structure as well as the potential for ditch grading along the corridor.



### TASK 7 - UTILITY COORDINATION

Timely coordination with the utility companies is important to meeting the design and construction schedule. The following is included under this task:

- V3 will prepare letters and exhibits to initiate coordination with utility companies within the project corridor.
- V3 will review and identify potential utility conflicts according to the proposed design.
- Utility Coordination Field Verification Meetings – up to two (2) field meetings with one V3 project team member present. Hours for utility coordination meetings are included in the meetings task below.

Plans will be submitted to private utility companies at the 75% and 100% level of completion to coordinate any required utility adjustments/relocations.

### TASK 8 – WETLAND DETERMINATION/IMPACTS

The proposed improvements to Division Street in the City of Crest Hill, Will County, Illinois total approximately one mile in length. V3's wetland experts reviewed the National Wetland Inventory (NWI) map, the Hydric Soils map of Will County, and aerials of the proposed corridor. While the NWI does not depict any mapped wetlands, there are mapped hydric soils throughout the corridor and historical aerials as well as Google Earth Streetview identify the presence of wetlands immediately adjacent, and in some cases, within the right of way of Division Street. Particularly, the most identifiable wetland area is on the south side of Division Street within the proposed pavement reconstruction section.

V3's professional opinion is that the potential wetlands would not be under the regulation of the U.S. Army Corps of Engineers (USACE) Chicago District. However, the jurisdiction status of wetlands can only be verified by the USACE through an approved jurisdictional determination process. The process to obtain a USACE approved jurisdictional determination letter is approximately six to eight months.

V3 recommends that a wetland delineation investigation and report be prepared for the corridor in addition to threatened and endangered species consultation with the Illinois Department of Natural Resources (IDNR) for State Species, and the U.S. Fish & Wildlife Services (USFWS) for Federal Species.

The information provided by V3 regarding wetland boundaries is based on an interpretation of the three criteria that define wetlands (vegetation, soils, and hydrology) at the time the wetlands are delineated. V3 provides the best information available at the time of the delineation, but factors beyond our control may outwardly change the nature or the extent of wetlands within the project corridor.

The ultimate decision on wetland boundaries rests with the federal government (USACE) and City of Crest Hill. As a result, there may be adjustments to boundaries based upon review by a regulatory agency. An agency determination can vary from time to time depending on many factors, including but not limited to, the experience of the agency representative making the determination and the time of year. In addition, the physical characteristics of the site can change with time, depending on the weather, vegetation patterns, drainage, activities on adjacent parcels, or other events.



## DIVISION STREET RECONSTRUCTION AND RESURFACING – WEBER ROAD EAST ONE MILE

The following services will be performed to provide you with information on the location, quality, and extent of wetlands/Waters of the U.S. present within the project corridor within and adjacent to the right of way of Division Street.

- **2024 GROWING SEASON WETLAND/WATERS DELINEATION.** V3's Wetland Specialists, including a soil scientist and a botanist from our Natural Resources Division, will conduct a field investigation during the 2024 Will County growing season (approximately May 1-November 1) to locate and delineate wetlands in accordance with the *Regional Supplement to the Corps of Engineers Wetlands Delineation Manual: Midwest Region*. The limits of delineated wetlands/Waters of the U.S. will be staked in the field, and approximate boundaries will be mapped on a recent large-scale aerial photograph, based on our field assessment of the vegetation, soils and hydrology at the site. The limits of any wetland/Waters of the U.S. within the right of way, and within 50 feet of the right of way, will be located using survey grade equipment during the field investigation portion of the wetland delineation.
- **WETLAND ASSESSMENT.** Since wetlands are present and/or adjacent to the project corridor, wetland assessment is required by the U.S. Army Corps of Engineers, Chicago District (USACE). Wetland assessment involves an evaluation of wetland characteristics, including wildlife habitat quality, water quality functions, and plant community quality. Wetland Assessment also includes a preliminary jurisdictional determination for isolated or adjacent wetland<sup>1</sup>. Delineated wetlands will be rated as High-Quality Aquatic Resources (HQAR's) in accordance with the USACE, if applicable.
- **WETLAND DELINEATION TECHNICAL REPORT.** A wetland report will be provided with the results of our field investigation, including the location and approximate size of wetlands present, a wetland quality evaluation, a Floristic Quality Assessment (FQA), and the wetland assessment. Floristic inventories and detailed soil classification data for each area investigated will be provided in the report. Areas determined to be wetland within the corridor will be shown on a recent, large-scale aerial photo exhibit. USACE wetland permitting and/or mitigation requirements will be addressed in the report. The wetland report also will contain detailed technical documentation suitable for review and approval by the USACE and City of Crest Hill.
- **THREATENED & ENDANGERED SPECIES CONSULTATION UPDATE.** As required by the USACE, V3 will prepare and submit the EcoCAT request to the Illinois Department of Natural Resources (IDNR) for State species. V3 will also prepare and submit the U.S. Fish & Wildlife Service (USFWS) Section 7 consultation for Federal species. This task does include V3's Certified Arborist assessing trees within the project corridor for bat habitat.
- **USACE JURISDICTIONAL DETERMINATION SUBMITTAL.** V3 will prepare and submit the required documentation for a USACE Chicago District approved jurisdictional determination for the corridor. V3's wetland delineation report will be required for this submittal. This process can take six to eight months to obtain the response letter of jurisdiction from the USACE, Chicago District.



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- **SURVEY LOCATE OF WETLANDS.** During the field investigation, V3’s wetland team will survey locate wetland boundaries within the project corridor right of way and within 50 feet of the right of way. These wetland boundaries will be able to be transferred directly onto engineering plans for assessment of impacts.
- **CITY OF CREST HILL WETLAND/BUFFER PERMIT SUBMITTAL.** With the assumption that the USACE jurisdictional determination will identify the wetlands within the corridor as not under USACE regulation, V3 will prepare documentation addressing wetland impacts as part of the Special Use Permit submittal required by the City of Crest Hill. The wetland documentation will be incorporated into the overall Special Use Permit submittal for the project and submitted to the City of Crest Hill for their review and approval.
- **NATIVE PLANTING DESIGN/BUFFER SETBACK.** The City of Crest Hill ordinance defines a buffer setback for identified wetlands. Impacts or disturbance to existing buffer setbacks will require native planting mitigation. V3’s ecologist will design proposed native plantings as restoration to any disturbance within identified wetland buffer setbacks. The native planting design will be incorporated onto the overall engineering plan set.
- **MEETINGS, PROJECT COORDINATION, AND/OR PROJECT PERMIT SCOPING.** If required, V3 will schedule and attend meetings with the USACE and City of Crest Hill to discuss any proposed wetland and buffer concerns related to the proposed project. This task includes project meetings and minimal project coordination not requiring a separate agreement. This task may include some work outside the scope of this proposal. The extent of the additional work may be dictated by a regulatory agency review or by requests for additional information from the City, project engineer, and/or project contractors. If the additional service requested appears to be substantial, it may be provided as the subject of a separate agreement.

### TASK 9 - PERMITTING

- IEPA NPDES Permit (NOI/SWPPP) Submittal. We will prepare SWPPP documents and submit a Notice of Intent (NOI) to IPEA for NDPEs coverage. Regular SWPPP site inspections are specifically excluded from this scope item.
- Will-South Cook Soil & Water Concurrence. We will submit construction documents to Will-South Cook Soil & Water Conservation District to obtain concurrence with proposed erosion control measures.
- Will County Stormwater Management Permit, as applicable.
- Will County DOT permit

### TASK 10 - ROADWAY DRAINAGE SYSTEM DESIGN

Division Street is mainly served by roadside ditch drainage except for a an approximately 1,200 foot section on the north side of the road in front of the Fields of Longmeadow subdivision. No mapped floodplain or floodway is present onsite per the effective FEMA Flood Insurance Rate Map. V3 staff will evaluate the existing drainage system capacity, outlet points, and anticipated peak flowrates to determine level of service. A proposed drainage system consisting of curb/gutter and storm sewer will be designed for the portion of the roadway to be reconstructed. Ditches will be maintained in the section to be resurfaced. We anticipate that existing drainage patterns and outlets will be maintained in proposed conditions and no stormwater detention or permitting is required.



### TASK 11 - PLANS, SPECIFICATIONS & ESTIMATES

Construction plans and specifications for the roadway improvements will be prepared in accordance to City of Crest Hill, IDOT and Will County standards and guidelines at 75% (pre-final) and 100% (final) stages. The plans will consist of the following sheets:

- Cover sheet
- Index of sheets/general notes
- Summary of quantities
- Typical sections
- Schedule of quantities
- Alignment, ties, and benchmarks
- Maintenance of traffic plans and notes
- Erosion and sediment control plans and notes (SWPPP)
- Removal plans
- Roadway plan/profile
- Intersection/ADA accessibility details
- Drainage and utility plan and profile
- Drainage structure/storm sewer schedules
- Pavement marking and signing plans
- Traffic signal plans and details, if necessary
- Erosion control plans/SWPPP
- City of Crest Hill details
- IDOT/WCDOT details/construction details
- Cross sections

V3 will prepare quantity computations and engineer's opinion of probable construction costs at both the 75% and 100% stages of the project. The computed quantities will serve as the basis for the Summary of Quantities sheet and the engineer's opinion of probable construction costs.

Specifications and special provisions will be prepared at the pre-final (75%) and final (100%) stages of the project. Where a project item contains work, material, unique sequence of operations or any other requirements that are not included in the Standard Specifications for Road and Bridge Construction, Supplemental Specifications and Recurring Special Provisions or BDE Special Provisions, a project specific Special Provision will be written.

Plans, specifications and estimates will be submitted to the City, local agencies and utility companies for review at the 75% and 100% stages. All documents will be revised based on comments received from reviewing agencies. A disposition of comments will be prepared with each resubmittal.



### TASK 12 - BID SUPPORT AND COORDINATION

During the bidding phase, V3 will:

- Attend Pre-Bid Meeting (up to two V3 representatives)
- Provide responses to bidder questions and answer RFI's that arise during the bidding phase.
- Issue any addendums to perspective bidders as required to interpret or clarify the Bid Documents.
- Assist the City of Crest Hill in reviewing the bid proposals and prepare a recommendation of award of contract letter.
- This project will be let through the City of Crest Hill.

### TASK 13 - PROJECT COORDINATION AND MEETINGS

Project administration and management for the project will be performed by the Project Manager. V3 will prepare and submit a project schedule to the City for review and approval. The project schedule will be utilized for scope of work reviews, work-hour planning and budget control. The project schedule will be updated as work progresses. If requested, V3 will also prepare monthly progress reports.

V3 will attend meetings as required throughout the duration of the project. Anticipated meetings could include, but are not be limited to:

- Project coordination meetings WCDOT (2)
- Progress meetings with City staff (2)
- Utility coordination meetings (2)

City of Crest Hill Division Street  
4/5/2024

TASK	Project Director	Road Project Manager	Design Eng II	Technician	Survey Manager	Survey Crew Chief	Envi Manager	Project Scientist	Soil Scientist	Project Man I	Project Sci I	Eviron Eng III	Project Coor	TOTAL HOURS	DIRECT COST	TOTAL FEE
	Task 1 Project Survey and Base Sheets				34	10	34								78	
Task 2 ROW Survey				12	6	16								34		\$ 5,312
Task 3 JULIE Utility Survey				6	1	4								11		\$ 1,660
Task 4 Geotech Investigation and LPC 663 Soil Cert		2								16		40	3	61	\$ 13,500	\$ 7,622
Task 5 Sewer Cleaning/Televising and Tape Review		3	10											13	\$ 5,000	\$ 1,835
Task 6 Field Reconnaissance		3	8	5										16		\$ 2,304
Task 7 Utility Coordination		3	10											13		\$ 1,835
Task 8 WetlandDetermination/Impacts							32	60	60					152		\$ 19,056
Task 9 Permitting		10	18											34	\$ 5,000	\$ 5,212
Task 10 Roadway Drainage System Design		15	40											55		\$ 7,965
Task 11 Plans, Specifications and Estimate		20	225											245		\$ 31,351
Task 12 Bid Support and Coordination		10	5											15		\$ 2,693
Task 13 Project Coordination and Meetings	4	20	12											36		\$ 6,602
Total Hours	4	86	328	57	17	54	32	60	60	16	0	40	3	763		
														<b>Total</b>	<b>\$ 23,500</b>	<b>\$ 105,420</b>
															<b>Base Total</b>	<b>\$ 128,920</b>
USACE Permit, if needed							25	30						55		\$ 9,096
<b>Grand Total With Extra Work</b>																<b>\$138,016</b>