

September 15, 2025

To: Village of Thornton  
115 E Margaret St  
Thornton, IL 60476

Attn: Vivian Payne, Village Administrator

RE: Proposal for Professional Design Engineering Services  
Lead Service Line Replacements – Project Plan

Dear Ms. Payne:

Robinson Engineering, Ltd. (REL) is pleased to present a proposal for a lead service line replacement project plan for the Village of Thornton (Village). REL appreciates this opportunity to participate in this project that is important to the Village. Robinson is currently working with over 35 clients to gain funding for lead service line replacement. These clients have been awarded over \$57 million from the State in 100% forgiveness funding. We hope that we can also help Thornton receive funding. We take great pride in partnering with our clients to achieve their goals, and sincerely appreciate the opportunity to offer our expertise and dedication on this project.

Included in this proposal are the following: Project Overview, Scope of Services, Payment Terms, and IEPA Agreement Requirements. Our Standard Terms and Conditions are also enclosed and should be considered as an integral part of this proposal.

## **1. PROJECT OVERVIEW**

The Illinois Lead Service Line Replacement and Notification Act went into effect in January of 2022. This act requires communities to develop and implement plans to identify and remove lead water service lines (LSLs) from the public water main to the connection with the plumbing inside the building. To expedite the replacement of LSLs, the IEPA is currently offering very generous terms through their Public Water Supply Loan Program (PWSLP) funding (also known as IEPA low-interest loan funding). This program offers annual loan forgiveness up to \$3 million for a lead service line replacement project. If the project cost exceeds the loan forgiveness amount, this amount will be financed by the IEPA over a 20-year repayment period with a fixed interest rate equal to 50% of the market interest rate (mean interest rate of the 20 General Obligation Bond Index market). Given the above financial incentives, an IEPA low-interest loan is an ideal funding source for the Village to utilize to replace LSLs. However, a limited amount of funding dedicated to LSLR projects is available on a first come, first served basis. Therefore, time is of the essence to attempt to secure the loan forgiveness currently being offered.

The Village currently believes that approximately 100 LSLs exist in the community. To maximize the funding being offered by the IEPA, the current LSL replacement project assumes replacement of approximately 200 LSLs at a total project cost of \$3.0 million (project planning, engineering and construction).

## **2. SCOPE OF SERVICES**

REL has successfully navigated the IEPA PWSLP loan application process for numerous projects, and we stay current on the program requirements. We also have strong working relationships with key project managers and leaders of the IEPA's Infrastructure Financial Assistance Section, as well as with the various technical project managers who issue construction permits from the Bureau of Water. This results in a smooth project delivery, from the initial planning stages, through design and permitting, the construction phase, and the associated IEPA loan documentation. In just the last 10 years REL has prepared project plans, facility plans, detailed construction plans and specifications, performed construction observation, conducted loan administration, and completed loan closeout documentation for more than 40 low-interest loan funded projects equating to over \$200 million construction dollars. Over the same period REL has assisted clients with obtaining principal loan forgiveness for over \$120 million dollars on these projects.

The initial steps in the loan application process are detailed below.

#### **A. PROJECT FUNDING NOMINATION FOR LOAN ASSISTANCE**

As the first step, REL will submit a Funding Nomination for Loan Assistance form for the water system improvements project on behalf of the Village. The funding nomination form supplies basic applicant information and briefly describes the project, lists the estimated project cost, and provides the project schedule. With the submittal of this form, the IEPA will be made aware of the Village's intent to pursue PWSLP funding.

#### **B. PROJECT PLAN**

The next step in the loan process is to submit a Project Plan for the Village's proposed project for which low-interest loan money is requested. The Project Plan presents the following information:

- Project location
- Village population and demographics
- Current and future water service areas
- Estimates of current and future water usages
- Description of existing water facilities:
  - Pumping stations
  - Storage facilities
  - Water distribution mains
- Need for water system improvements
- Description of existing and potential water violations
- Detailed discussion of proposed improvements
- Detailed project cost estimates
- Project schedule
- Assertion of regulatory compliance
- Assessment of environmental impacts
  - Application for project approval through the Illinois Department of Natural Resources EcoCAT, State Historic Preservation Office Cultural Resource Protection, and the United States Army Corps of Engineers
- Financial analysis demonstrating the ability for loan repayment

The Project Plan is an integral component of the loan application process; its development and approval represent a critical path element of the overall loan approval schedule, since the IEPA staff typically does not exert a lot of time or energy on reviewing other application items until a project has an approved Project Plan. Planning costs are also eligible for IEPA loan funding if they are identified in advance within the Project Plan.

The Project Plan review process at the IEPA typically varies based on project complexity and can be seasonal due to the IEPA staff focusing their summer months on finalizing numerous loans prior to their annual June 30 fiscal year end. REL will respond to any comments the IEPA may have. Once these comments have been addressed, the IEPA will request that the Village convene a public information meeting. REL will assist the Village in complying with the public notification requirements, and REL will present the Project Plan and associated exhibits at the public meeting and respond to public comments. After taking into consideration any public comments received, the IEPA will make a determination on approving the Project Plan.

### **3. PAYMENT TERMS**

REL proposes to prepare the project plan (Item B. above) for a lump sum fee of \$20,000. These fees will be billed on a percentage completion basis. Any other work not listed in the scope above requested and authorized by the Village will be billed at our standard hourly rates. Construction engineering services will be covered under a separate engineering agreement.

**4. STANDARD TERMS AND CONDITIONS**

The Standard Terms and Conditions for this proposal are attached hereto and incorporated herein.

**5. IEPA LOAN CONDITIONS**

For State Revolving Fund (SRF) loan projects, the IEPA requires specific conditions to be part of the engineering agreement. These requirements are attached and are to be considered additional terms of the agreement.

To execute this proposal, please sign the signature block below, as well as initial and date the bottom of the Standards Terms and Conditions page.

Please let me know how you would like to proceed. Again, we thank you for the opportunity to submit this proposal for your consideration. Please feel free to call me at (815) 412-2015 or email me at [jflowers@reltd.com](mailto:jflowers@reltd.com) with any questions regarding this proposal, or if any additional information is needed.

Sincerely,



Jonathan D. Flowers, PE  
Senior Engineer

Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

By: \_\_\_\_\_  
Signature  
\_\_\_\_\_  
Printed Name, Title

## **IEPA REQUIREMENTS**

### **1. Audit, Access to Records**

i) The ENGINEER agrees to include subsections (i) through (iv) below in all contracts and subcontracts directly related to project performances which are in excess of \$25,000. To maintain books, records, documents and other evidence directly pertinent to performance of Agency loan work under this agreement consistent with generally accepted accounting principles in accordance with the American Institute of Certified Public Accountants Professional Standards. The IEPA or any of its duly authorized representatives shall have access to such books, records, documents and other evidence for the purpose of inspection, audit and copying. The ENGINEER will provide facilities for such access and inspection.

ii) Audits conducted pursuant to this provision shall be in accordance with generally accepted auditing standards.

iii) The ENGINEER agrees to disclosure of all information and reports resulting from access to records pursuant to subsection (i) above, to the IEPA. Where the audit concerns the ENGINEER, the auditing agency will afford the ENGINEER an opportunity for an audit exit conference to comment on the pertinent portions of the draft audit report. The final audit report will include the written comments, if any, of the audited parties.

iv) Records under subsection (i) above shall be maintained and made available during performance on IEPA loan work under this agreement and until three years from date of final IEPA loan audit for the project. In addition, those records which relate to any "dispute" appeal under an Agency loan agreement, or litigation, or the settlement of claims arising out of such performance, costs, or items to which an audit exception has been taken, shall be maintained and made available until three years after the date of resolution of such appeal, litigation or exception.

### **2. Covenant Against Contingent Fees**

The ENGINEER warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bonafide employees. For breach or violation of this warranty, the loan recipient shall have the right to annul this agreement without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

### **3. DBE/MBE/WBE**

The ENGINEER agrees to take affirmative steps to assure that disadvantaged business enterprises, minority business enterprises and women's business enterprises are utilized when possible as sources of supplies, equipment, construction and services in accordance with the Clean Water Loan Program rules. As required by the award conditions of USEPA's Assistance Agreement with the IEPA, the ENGINEER acknowledges that the fair share percentages are 5% for MBE's and 12% for WBE's.

### **4. Non-Discrimination**

The ENGINEER shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. The ENGINEER shall carry out applicable requirements of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements. Failure by the ENGINEER to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

### **5. Certification of no Disbarment or Suspension**

The ENGINEER certifies that no person(s) performing services under this agreement has not been disbarred or suspended in accordance with federal Executive Order 12549.

## Article XI Lobbying

Improper Influence. Grantee certifies that no Grant Funds have been paid or will be paid by or on behalf of Grantee to any person for influencing or attempting to influence an officer or employee of any government agency, a member of Congress or Illinois General Assembly, an officer or employee of Congress or Illinois General Assembly, or an employee of a member of Congress or Illinois General Assembly in connection with the awarding of any agreement, the making of any grant, the making of any loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment or modification of any agreement, grant, loan or cooperative agreement. 31 USC 1352. Additionally, Grantee certifies that it has filed the required certification under the Byrd Anti-Lobbying Amendment (31 USC 1352), if applicable.

Federal Form LLL. If any funds, other than federally-appropriated funds, were paid or will be paid to any person for influencing or attempting to influence any of the above persons in connection with this Agreement, the undersigned must also complete and submit Federal Form LLL, Disclosure of Lobbying Activities Form, in accordance with its instructions.

Lobbying Costs. Grantee certifies that it is in compliance with the restrictions on lobbying set forth in 2 CFR 200.450. For any Indirect Costs associated with this Agreement, total lobbying costs shall be separately identified in the Program Budget , and there after treated as other Unallowable Costs.

Procurement Lobbying. Grantee warrants and certifies that it and to the best of its knowledge, its sub-grantees have complied and will comply with Executive Order No. 1 (2007) (EO 1-2007). EO 1-2007 generally prohibits Grantees and subcontractors from hiring the then-serving Governor's family members to lobby procurement activities of the State , or any other unit of government in Illinois including local governments, if that procurement may result in a contract valued at over \$25,000. This prohibition also applies to hiring for that same purpose any former State employee who had procurement authority at any time during the one-year period preceding the procurement lobbying activity.

Subawards. Grantee must include the language of this ARTICLE XI in the award documents for any subawards made pursuant to this Award at all tiers. All sub-grantees are also subject to certification and disclosure. Pursuant to Appendix II(I) to 2 CFR Part 200, Grantee shall forward all disclosures by contractors regarding this certification to Grantor.

Certification. This certification is a material representation of fact upon which reliance was placed to enter in to this transaction and is a prerequisite for this transaction, pursuant to 31 USC 1352. Any person who fails to file the required certifications shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000, for each such failure.

## Robinson Billing Rates

Classification	Rate
Principal Engineer 1	\$213.00
Senior Project Manager 1 / 2	\$193.00 / \$202.00
Senior Engineer 1 / 2 / 3	\$166.00 / \$178.00 / \$190.00
Project Engineer 1 / 2 / 3 / 4	\$133.00 / \$142.00 / \$152.00 / \$163.00
Project Manager 1 / 2 / 3	\$142.00 / \$153.00 / \$163.00
Senior Project Scientist	\$160.00
Engineering Technician	\$135.00
Chief Land Surveyor	\$172.00
Land Surveyor 1 / 2 / 3	\$128.00 / \$146.00 / \$158.00
Surveying Technologist 1 / 2	\$113.00 / \$128.00
Senior Planner	\$162.00
Planner	\$135.00
Grant Writer 1 / 2	\$95.00 / \$115.00
Project Developer 1 / 2 / 3	\$113.00 / \$152.00 / \$177.00
GIS Coordinator	\$168.00
GIS Developer	\$139.00
GIS Technologist	\$111.00
CAD Manager	\$160.00
CAD Designer	\$140.00
CAD Technologist 1 / 2	\$105.00 / \$121.00
Resident Engineer 1 / 2 / 3	\$133.00 / \$152.00 / \$165.00
Resident Engineering Rep 1 / 2 / 3	\$137.00 / \$142.00 / \$148.00
Field Superintendent	\$180.00
Assistant Field Superintendent	\$170.00
Field Crew Chief	\$133.00
Field Crew Member 1 / 2	\$83.00 / \$101.00
Operations Manager	\$150.00
Operations Coordinator	\$108.00
Operator 1 / 2 / 3	\$92.00 / \$98.00 / \$104.00
IT Coordinator	\$152.00
IT Technologist	\$113.00
Administrative 1 / 2	\$83.00 / \$95.00
Project Administration	\$110.00
Intern	\$55.00

- Rates are subject to revision on or after 1/1/2024
- Reimbursable Expenses at a factor of 1.10. Sub-Consultant Fee Markup at 10%