CITY OF ST. CHARLES ILLINOIS • 1834	**AGENDA ITEM EXECUTIVE SUMMARY**	**Agenda Item number: 4d**
	Title:	**Recommendation to authorize Master Engineering Services Agreements with Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC and approve Flat and Hourly Rates for Engineering Plan Review and Construction Inspection Services for Private Development.**
	Presenter:	**Russell Colby, Community Development Director**

Meeting: Planning & Development Committee **Date:** December 11, 2023

Proposed Cost: TBD – Hourly rates based on workload	**Budgeted Amount:** $75,000 initial; $200,000 current *Budget is increased as needed for reimbursable projects- Approx. 85% of expenses are developer-reimbursed*	**Not Budgeted:** ☐

TIF District*:* None

Executive Summary (if not budgeted, please explain)**:**

The Community Development Department utilizes engineering consultants to supplement staff resources for engineering plan review and construction site inspection services for private development. The City has primarily contracted with the local engineering firm of WBK for these services for the past few years. The need for these services has increased recently due to staff vacancies and an increase in development activity. The majority of this work is for new development projects and the cost is a pass-through reimbursed by developers.

In August of 2023, the Community Development Department issued a Request for Proposals (RFP) to seek competitive bids from engineering firms for future engineering consultant services. The Department received 10 proposals. City staff evaluated the submittals per the criteria of the RFP and selected 5 firms to interview in September. Based on the interviews, Community Development staff is recommending the approval of 3 firms and their associated rates (flat-rate and hourly): Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC. All three of these engineering firms demonstrated relevant knowledge and experience.

Staff recommends WBK based on their experience and past consulting assistance to St. Charles (including review of complex stormwater management reports and sign-off on stormwater management permits); Clark-Dietz based on their construction-site inspections strengths; and Thomas based on their plan review knowledge. Awarding 3 firms provides staff with the flexibility to assign an engineering task based on the firm's current workload. Community Development staff will utilize the selected firms on an as-needed basis and rotate assignments between the 3 firms.

Attachments (please list)**:**
1) Resolution. 2) Except from RFP. 3) List of firms that submitted proposals. 4) Summary of proposed fees from 3 recommended firms. 5) Excerpt of Proposal Materials from 3 recommended firms.

Recommendation/Suggested Action (briefly explain)**:**
Recommendation to authorize Master Engineering Services Agreements with Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC and approve Flat and Hourly Rates for Engineering Plan Review and Construction Inspection Services for Private Development.

City of St. Charles, Illinois
Resolution No. 2023-_____

Resolution Authorizing Master Engineering Services Agreements with Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC, and approval of Flat and Hourly Rates for Engineering Plan Review and Construction Inspection Services for Private Development

Presented & Passed by the City Council on _____

WHEREAS, the Community Development Department is seeking consultant services for Engineering Plan Review and Construction Inspection Services for Private Development, which will substantially be reimbursed by development applicants; and

WHEREAS, on August 3, 2023, the City issued an RFP for these services and received 10 responses; and

WHEREAS, the City interviewed 5 firms and based on the RFP criteria, selected 3 firms, which will provide staff with greater flexibility to assign an engineering task based on the firm's current workload.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, to authorize Master Engineering Services Agreements with Clark-Dietz, Inc.; Thomas Engineering Group; and WBK Engineering, LLC, and approval of Flat and Hourly Rates for Engineering Plan Review and Construction Inspection Services for Private Development.

PRESENTED to the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this __ day of __ 2023.

PASSED by the City Council of the City of St. Charles, Kane and DuPage Counties, Illinois, this __ day of __ 2023.

APPROVED by the Mayor of the City of St. Charles, Kane and DuPage Counties, Illinois, this __ day of __ 2023.

_____
Lora A. Vitek, Mayor

Attest:

_____
City Clerk/Recording Secretary

Voice Vote:
Ayes:
Nays:
Absent:
Abstain:

Notice to Professional Service Providers

Engineering Plan Review and Construction Inspection Services for Private Development
CD2023-39

A **Formal Request for Proposal** for the above work is posted on our city website: https://www.stcharlesil.gov/bids-proposals

Brief Description: The City of St. Charles ("City") is requesting proposals for a Master Service Agreement that will cover miscellaneous engineering and inspection services for private development projects such as conceptual-preliminary-final engineering plan review, review of stormwater management reports, review of traffic studies, site development and utility construction oversite/inspection, engineering review for building permit submittals, and other miscellaneous development engineering related tasks throughout the City of St. Charles on an "as needed" basis.

Targeted Timeframe *(subject to change without notice)*

RFP published	https://www.stcharlesil.gov/bids-proposals	August 3, 2023
Questions due prior to 8:00am	Procurement@stcharlesil.gov	August 17, 2023
Answers published	https://www.stcharlesil.gov/bids-proposals	August 22, 2023
Responses to RFP due prior to 2:00pm	There will not be a public opening.	August 29, 2023
Invitations to Interview	notification via e-mail	TBD
Interviews	2 East Main St; St. Charles, IL	TBD
Council/City Administrator Award	Anticipated Award Date:	October 2023

Service Period Three (3) year contract: *Anticipated start date: October 17, 2023*

Options to renew for up to two (2) additional years in increments of one (1) year if vendor performs satisfactorily and provided there are no changes in the terms, conditions, specifications and pricing structure unless mutually agreed upon by both parties.

Solicitation Document includes

Notice to Professional Service Providers
Section 1: Instructions to Proposers for Professional Services
Section 2: Special Provisions for Professional Services
Section 3: Requirements and Specifications
Section 4: Proposal Response Documents
- Cover Page
- Signature Page
- Price Proposal Page
- Certification of Compliance
- Service Provider Response Requirements
- Vendor Minority Reporting Form

Section 5: Award Document – St. Charles Agreement for Professional Services
- Exhibit A: This solicitation document and all addenda
- Exhibit B: Awarded Response and Clarification Documents
- Exhibit C: Insurance Requirements
- Exhibit D: Change Order Document

Special Provisions for Professional Services

Part 1: REGARDING THE SOLICITATION PROCESS:

A) Required Submittal Documents

1) Cover Page
2) Signature Page
3) Price Proposal Page
4) Certification of Compliance
5) Service Provider Response Requirements
6) Vendor Minority Reporting Form

B) Evaluation Criteria

The awarded proposer will be selected based on:

1) Experience (30%)
   Provide the firms experience with similar projects. Reference projects of similar size and scope; highlight problems and successes. Comment on experience completing projects on schedule and within budget.
2) Proposed Team (30%)
   Provide evidence of the competency of staff who may be assigned to the projects. List the available personnel and reference their credentials and experience with similar projects; list the role of team members.
3) Quality of Response (15%)
   Provide evidence of proposer's understanding and capability of providing the services as outlined in the RFP.
4) References (15%)
   References of firm's previous clients requesting similar services, preferably municipalities or Government agencies.
5) Cost (10%)
   Proposer's costs and options meeting City's objective and required services. Please note that price is only one factor for consideration of award.

C) Evaluation Process

1) An evaluation committee comprised of City staff will review, evaluate and score all proposals and interviews based on the criteria and weights defined below.
2) Proposals will be reviewed for compliance, and if compliant, will be deemed responsive.
   i. Responsive proposals are inclusive of, but not restricted to: received prior to the due date and time, completed as stated in the solicitation request, inclusive of all requirements, able to meet delivery requirements, accepting of all contract terms and conditions.
   ii. The degree to which a proposal meets the requirements is determined solely on the judgment of the Procurement Division.
3) Proposer Qualifications will be reviewed, and if qualified, will be deemed responsible.
4) Proposals deemed both Responsive and Responsible will be reviewed by the evaluation committee. The committee will utilize the Evaluation Criteria when reviewing proposals.
   i. The City reserves the right to seek clarification of proposals.
5) Proposed Fees will be analyzed for totality of costs.
6) Finalists may be invited for an interview.
   i. The City does not intend to interview all proposers.
   ii. Proposers may be required to submit additional data during the interview process.

D) Basis of Award

1) Award is based on the best overall value to the City; and deemed most advantageous to the City, based on the totality of lawful considerations, price and other factors considered.
2) While numeric evaluations may be used in some aspects of the process to identify strengths and weaknesses of proposals, and to establish a ranking, the final decision will be a business decision by the City and will not be based on a numerical score. A recommendation to award will document the basis for the award decision.

3) Except as otherwise stated, proposers will be awarded within ninety (90) days from the opening date.
4) The City reserves the right to award a shorter term of service, by phase or deliverable, part or portion of a phase or deliverable, any line item or option regardless of order listed.

Part 2: REGARDING THE WORK

E) The Contract for Professional Services is attached for reference at the end of this document.

F) Contract Administration

1) A "Work May Proceed" order will be issued by Procurement upon confirmation of a properly executed contract.
2) Once the "Work May Proceed" order is issued, the work will be turned over to the City's Project Manager.
   i. The Project Manager's primary responsibility is to assure the City receives the professional services in accordance to the requirements of the contract. The Project Manager will, but is not limited to: oversee the entire project from kick-off activities through close out and payment of final invoice; monitor project progress; address any quality issues and change orders; review and approve deliverables.

G) Communications Plan

The Service Provider is required to provide the City's Project Manager with updates of the project inclusive of but not limited to: portion of work completed, assumptions, problems encountered… The updates can be in person or over the phone, at the discretion of the City.

H) Change Order Procedure

The City reserves the right to make changes to the Scope of Work by altering, adding to, or deducting from the work, without invalidating the contract. All such changes shall be executed under the conditions of the original contract.

1) Issuance of a memo or verbal approval is not to be considered a Change Order and is not authorization to proceed.
2) Approved Change Orders are required with any/all changes in, the Scope of Work, the contract sum, the time for completion of services, renewal or any combination thereof.
3) Change orders will describe the City approved change(s), will refer to the service provider's recommended proposal for change, and will be signed by the City and the service provider prior to implementing the change.
4) All Change Orders shall clearly identify the impact of cost and the effect on time required to perform the work associated with the proposal.
5) If the service provider's proposal is found to be satisfactory and in proper order, and both parties agree upon cost or credit and timeframe for the change, the City will authorize the documented Change Order which will be confirmed as a contract amendment.

I) Payment

1) Services shall be invoiced monthly or on an agreed upon schedule.
2) Authorization of payment requires receipt of service provider's invoice, acceptance of services by Project Manager and receipt of other required paperwork.
3) The City complies with the Illinois Local Government Prompt Payment Act which states that any bill approved for payment shall be paid within 30 days after date of approval.

J) Service Issues

The service provider shall not be reimbursed until services are compliant.

Requirements and Specifications

Introduction

The City of St. Charles is requesting proposals for a Master Service Agreement that will cover miscellaneous engineering and inspection services for private development projects such as conceptual-preliminary-final engineering plan review, review of stormwater management reports, review of traffic studies, site development and utility construction oversite/inspection, engineering review for building permit submittals, and other miscellaneous development engineering related tasks throughout the City of St. Charles on an "as needed" basis.

The City anticipates contracting with up to three (3) firms. This is an anticipated requirement only – actual number of selected firms and project selection basis with contracted firms may vary.

General Information

The City of St. Charles, Illinois is located in Kane and DuPage Counties, 34 miles directly west of Chicago, with a population of approximately 33,000. The City's Community Development Department provides engineering services for plan review and construction of all private development projects and permit projects, including stormwater permitting and site improvement inspections.

Scope of Work/Objectives

The City is seeking to utilize the services of an external provider(s) to augment and supplement City staff at different times on an "as needed" or project-specific basis, to provide effective and responsive reviews and inspections. The level and type of services needed will differ based on circumstances at any given time. The workload can be affected by various factors such as internal staff availability, volume and timing of construction work ongoing within the City, development project size/scope, or other special project needs from time to time, etc.

Services shall include, but will not be limited to the following:

- Conceptual-preliminary-final engineering plan review and coordination
- Review of stormwater management reports and permits, including sign-off for approval/issuance on behalf of the City under the Kane County Stormwater Ordinance
- Review of traffic studies and as-needed consulting/recommendations for development-related traffic concerns
- Site development oversite and inspection of erosion control, site mass grading, stormwater infrastructure construction; utility installation as needed (complete installation of City water and sanitary infrastructure; installation of developer-installed electric/communication duct for City Electric Utility)
- Engineering review for various building permit submittals (small to large projects)
- Inspections of existing stormwater detention basins for periodic monitoring and reporting
- Other miscellaneous development engineering related tasks on an "as needed" basis

NOTE: The City will accept and review proposals from firms that may provide certain services but do not provide all services listed above.

Qualifications

All staff provided by the selected provider shall be properly licensed and have the qualifications and experience necessary to perform the duties required by the City. Staffing will be the responsibility of the consultant/provider and all of the provider's staff will be employees of the provider. Consultant may change personnel at will with reasonable notice to the City.

Primary Contact and Project Manager

Responses shall identify the firm's Primary Contact with the City and identify Project Coordinators to be assigned to oversee each of the services outlined above. Responses to include information on the qualifications and experience for these staff members specifically. Changes to Primary Contact or Project Managers will require prior notification and review and approval by the City.

Timeliness

Responses to include information on review timelines and turnaround for typical review assignments.

Conflict of Interest

Responses shall identify any projects in the City of St. Charles where the firm is working on behalf of a private developer.

Tabulation Sheet

Agency Name City of St. Charles

Bid Number RFP-CD2023-39-0-2024/BP

Bid Name Engineering Plan Review and Construction Inspection Services for Private Development

Bid Due Date 08/29/2023 14:00:00 Central

Bid Opening **Closed**

10 responses found.

✓ online, offline, ● not submitting, ! not received

	Company	Responded	Address	Bid Amount	Alt Bid Amount	Declared Attributes	Documents	Sent
Complete								
1 .	Chastain and Associates LLC	08/29/2023 13:27:01 Central	5 N. Country Club Road, Decatur, IL, 62521	$0.0000	0.0000		Cover Page Signature Page Price Proposal Certification of Compliance Service Provider Response Requirements References Financial Report Certificate of Insurance W-9 Vendor Minority Reporting Form Price Proposal Worksheet	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
2 .	Clark Dietz	08/28/2023 16:21:04 Central	125 W. Church Street, Champaign, IL, 61820	$0.0000	0.0000		Cover Page Signature Page Price Proposal Certification of Compliance Service Provider Response Requirements References Financial Report Certificate of Insurance W-9 Vendor Minority Reporting Form Price Proposal Worksheet	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
3 .	Engineering Resource Associates, Inc.	08/29/2023 12:53:18 Central	3S701 West Avenue, Suite 150, Warrenville, IL, 60555	$0.0000	0.0000		Cover Page Signature Page Price Proposal Certification of Compliance Service Provider Response Requirements References Financial Report Certificate of Insurance W-9 Vendor Minority Reporting Form Price Proposal Worksheet	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
4 .	Fehr-Graham & Associates	08/28/2023 14:29:27	200 Prairie St, Ste 208,	$0.0000	0.0000		Cover Page Signature Page Price Proposal Certification of Compliance	✓ ✓ ✓ ✓

							Certificate of Insurance	✓
							W-9	✓
							Vendor Minority Reporting Form	✓
							Price Proposal Worksheet	✓
							Cover Page	✓
							Signature Page	✓
							Price Proposal	✓
							Certification of Compliance	✓
							Service Provider Response Requirements	✓
5.	Hampton, Lenzini and Renwick, Inc.	08/29/2023 12:40:58 Central	380 Shepard Dr, Elgin, IL, 60123	$0.0000	0.0000		References	✓
							Financial Report	✓
							Certificate of Insurance	✓
							W-9	✓
							Vendor Minority Reporting Form	✓
							Price Proposal Worksheet	✓
							Cover Page	✓
							Signature Page	✓
							Price Proposal	✓
							Certification of Compliance	✓
							Service Provider Response Requirements	✓
6.	HR Green, Inc.	08/28/2023 14:47:13 Central	8710 Earhart Lane SW, Cedar Rapids, IA, 52404	$0.0000	0.0000		References	✓
							Financial Report	✓
							Certificate of Insurance	✓
							W-9	✓
							Vendor Minority Reporting Form	✓
							Price Proposal Worksheet	✓
							Cover Page	✓
							Signature Page	✓
							Price Proposal	✓
							Certification of Compliance	✓
							Service Provider Response Requirements	✓
7.	Larson Engineering, Inc.	08/29/2023 12:59:44 Central	1488 Bond Street, Suite 100, Naperville, IL, 60563	$0.0000	0.0000		References	✓
							Financial Report	✓
							Certificate of Insurance	✓
							W-9	✓
							Vendor Minority Reporting Form	✓
							Price Proposal Worksheet	✓
							Cover Page	✓
							Signature Page	✓
							Price Proposal	✓
							Certification of Compliance	✓
							Service Provider Response Requirements	✓
8.	Thomas Engineering Group	08/29/2023 13:16:04 Central	238 South Kenilworth Avenue, Oak Park, IL, 60302	$0.0000	0.0000		References	✓
							Financial Report	✓
							Certificate of Insurance	✓
							W-9	✓
							Vendor Minority Reporting Form	✓
							Price Proposal Worksheet	✓
							Cover Page	✓
		08/29/2023	7325 Janes				Signature Page	✓

10 .	WBK Engineering	08/29/2023 11:00:48 Central	116 W. Main Street, Suite 201, St Charles, IL, 60174	$0.0000	0.0000		References Financial Report Certificate of Insurance W-9 Vendor Minority Reporting Form Price Proposal Worksheet Cover Page Signature Page Price Proposal Certification of Compliance Service Provider Response Requirements References Financial Report Certificate of Insurance W-9 Vendor Minority Reporting Form Price Proposal Worksheet	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

Engineering Plan Review and Construction Inspection Services for Private Development (CD2023-39) Price Proposal - Fee Schedule

Schedule of Engineer's Flat Rate and Hourly Rate Costs
For Professional Engineering Services

Services	Cost	Thomas	WBK*	Clark		All 10 responders Range - High	All 10 responders Range - Low
One: Entitlements: Engineering Plan Reviews							
Plat/Subdivisions	Hourly Rate =	$163.77	$90-$200	$175.00		$200.00	$119.00
Concept Plan Review (PD)	Hourly Rate =	$163.77	$90-$200	$175.00		$220.00	$119.00
Preliminary Engineering Review (PD or Sub)	Hourly Rate =	$163.77	$90-$200	$155.00		$215.00	$119.00
Final Engineering Review (PD or Sub)	Hourly Rate =	$163.77	$90-$200	$155.00		$215.00	$119.00
Misc. Reviews	Hourly Rate =	$163.77	$90-$200	$155.00		$215.00	$119.00
Two: Building Permits: Engineering Building Permit Reviews		**Thomas** YEAR 1	**WBK*** YEAR 1	**Clark** YEAR 1			
Single Family - First Review	Flat Rate =	$750.00	$800.00	$315.00		$1,000.00	$122.00
Subsequent SFR Reviews	Flat Rate =	$400.00	$300.00	$225.00		$500.00	$61.00
Commercial--First Review	Hourly Rate =	$163.77	$90-$200	$175.00		$1,200.00	$119.00
Subsequent Reviews	Hourly Rate =	$163.77	$90-$200	$175.00		$800.00	$119.00
Three: Inspections: Engineering Inspections for Building Permits		**Thomas** YEAR 1	**WBK** YEAR 1	**Clark** YEAR 1			
Single Family							
Erosion Control	Flat Rate =	$200.00	$375.00	$350.00		$500.00	$200.00
Re-Inspection(s)	Flat Rate =	$100.00	$375.00	$350.00		$400.00	$100.00
Underground Inspection	Flat Rate =	$200.00	$375.00	$350.00		$525.00	$200.00
Re-Inspection(s)	Flat Rate =	$100.00	$375.00	$350.00		$445.00	$100.00
Flatwork (Pre-pour or Base Course)	Flat Rate =	$200.00	$375.00	$350.00		$525.00	$200.00
Re-Inspection(s)	Flat Rate =	$100.00	$375.00	$350.00		$445.00	$100.00
BMPs	Flat Rate =	$200.00	$375.00	$350.00		$375.00	$200.00
Re-Inspections (s)	Flat Rate =	$100.00	$375.00	$350.00		$375.00	$100.00
Sport Survey Reviews	Flat Rate =	$200.00	$200.00	$125.00		$400.00	$125.00
Spot Survey Re-Reviews	Flat Rate =	$100.00	$200.00	$125.00		$300.00	$70.00

Final Grade Survey-Review and Inspection	Flat Rate =	$300.00	$560.00	$350.00		$600.00	$200.00
Re-Inspection(s)	Flat Rate =	$200.00	$420.00	$350.00		$420.00	$135.00
ROW Inspections	Flat Rate =	$200.00	$375.00	$350.00		$525.00	$200.00
Re-Inspection(s)	Flat Rate =	$100.00	$375.00	$350.00		$445.00	$100.00

Non-Residential (Including Multi-Family Residential)

		Thomas YEAR 1	**WBK** YEAR 1	**Clark** YEAR 1			
Erosion Control	Flat Rate =	$250.00	$500.00	$350.00		$500.00	$211.00
Re-Inspection(s)	Flat Rate =	$150.00	$500.00	$350.00		$500.00	$150.00
Underground Inspection	Flat Rate =	$250.00	$500.00	$350.00		$765.00	$211.00
Re-Inspection(s)	Flat Rate =	$150.00	$500.00	$350.00		$525.00	$150.00
Flatwork (Pre-pour or Base Course)	Flat Rate =	$250.00	$500.00	$350.00		$765.00	$211.00
Re-Inspection(s)	Flat Rate =	$150.00	$500.00	$350.00		$525.00	$150.00
BMP (Dry Well, Infiltration Trench, Etc…)	Flat Rate =	$250.00	$500.00	$350.00		$500.00	$211.00
Re-Inspections	Flat Rate =	$150.00	$500.00	$350.00		$375.00	$150.00
Record Drawing Review and Inspections	Flat Rate =	$250.00	$560.00	$350.00		$1,000.00	$211.00
Re-Inspection(s)	Flat Rate =	$150.00	$420.00	$350.00		$500.00	$150.00
ROW Inspections	Flat Rate =	$300.00	$375.00	$350.00		$765.00	$211.00
Re-Inspection(s)	Flat Rate =	$200.00	$375.00	$350.00		$525.00	$150.00
Commercial Spot Survey Reviews	Flat Rate =	$250.00	$375.00	$125.00		$600.00	$125.00
Re-Reviews	Flat Rate =	$150.00	$375.00	$125.00		$500.00	$125.00

Four: Engineering Inspections--Subdivision and Land Improvements

		Thomas YEAR 1	**WBK*** YEAR 1	**Clark** YEAR 1			
Erosion Control	Hourly Rate =	$106.00	$90-$200	$140.00		$200.00	$100.00
Mass Grading	Hourly Rate =	$106.00	$90-$200	$140.00		$200.00	$106.00
Water Main	Hourly Rate =	$132.50	$90-$200	$140.00		$200.00	$110.00
Sanitary Sewer	Hourly Rate =	$132.50	$90-$200	$140.00		$200.00	$110.00
Storm Sewer	Hourly Rate =	$132.50	$90-$200	$140.00		$200.00	$110.00
Detention Facilities	Hourly Rate =	$106.00	$90-$200	$140.00		$200.00	$106.00
BMPs	Hourly Rate =	$106.00	$90-$200	$140.00		$200.00	$100.00
Street Construction	Hourly Rate =	$132.50	$90-$200	$140.00		$200.00	$110.00
Private Utilities	Hourly Rate =	$132.50	$90-$200	$140.00		$200.00	$110.00

NOTES: *WBK proposes a range to utilize the most cost-effective personnal based on hourly rate and experience necessary.

PROPOSAL

ClarkDietz

Engineering Quality of Life®

Engineering Plan Review & Construction Inspection Services for Private Development

City of St. Charles, IL

CD2023-39

August 29, 2023

Clark Dietz

Engineering Quality of Life®

August 29, 2023

Procurement Department
City of St. Charles
2 E. Main Street
St. Charles, IL 30174

Subject: Engineering Plan Review & Construction Inspection Services for Private Development - CD2023-39

Dear Selection Committee:

Thank you for the opportunity to provide our qualifications to provide Engineering Plan Review and Construction Inspection Services for Private Development in the City of St. Charles. Clark Dietz, Inc. has the expertise, experience, and availability to complete these services as needed by the City over the term of this three-year contract.

Clark Dietz has been providing engineering review and inspection services to local communities throughout our service area for over 35 years. We believe that our team's experience, expertise, and attention to customer service align with the City's Mission Statement and Guiding Principals to serve the residents and businesses who call St. Charles home.

Should you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Clark Dietz, Inc.

Scott Drabicki, PE

CE Team Leader

P: 630.607.1513| E: scott.drabicki@clarkdietz.com

"Clark Dietz has provided engineering services to the Village of Richton Park for approximately fifteen years.

Their services include, ordinance updates, plan review, capital infrastructure improvement planning, project design, project management, grant writing, and facilities management studies.

I have been directly involved with Clark Dietz and the services they have provided to the Village. Clark Dietz is professional, responsive, and I would highly recommend their services to any municipality."

-De'Carlon Seewood, Former Village Manager

STATEMENT OF EXPERIENCE

CLARK DIETZ HISTORY AND FIRM INFORMATION

Our roots go back to the 1940's to three University of Illinois Engineering professors; James Clark, Eugene Daily, and Jess Dietz. These three formalized their association by incorporating in 1953. By the late 1970s Clark Dietz was a recognized leader among Midwest-based civil engineering companies. The original owners sold the firm and it was ultimately owned by CRS Sirrine, one of the nation's largest engineering and architectural firms.

Through an employee buy-out of the Champaign office and the name, **Clark Dietz again became a privately held corporation in 1987.** Employee ownership has been a key factor in the success of the firm, with approximately 30 percent of current employees directly owning stock in the company and all employees participating through an ESOP.

VALUE OF WORK

The value of our work completed in the past 12 months is $ 31,011,559. The value of work currently under contract firm-wide is $31,177,178. .

CLIENTS SERVED

In the past 12 months, Clark Dietz, Inc. has served 200 clients. We currently have open contracts with 175 clients.

SCOTT DRABICKI, PE - PROJECT MANAGER - 24 YRS.

Scott brings more than 24 years of experience in construction, engineering, operations, and municipal management. He is a results orientated leader that strives to find effective long-term solutions to provide the best value to the public. Scott will be the primary point of contact for the City and oversee all aspects of the engagement.

Scott is intimately familiar with the needs of municipalities having served as the Village Engineer for the Village of Gurnee prior to joining Clark Dietz in 2018. In that role he managed the engineering division and was responsible for all engineering permitting and inspection activity under the Community Development Department. In that role Scott was also responsible for programming and constructing infrastructure rehabilitation. From personal experience Scott knows the importance of quality plan review and initial construction inspection for both private and public infrastructure improvements. Infrastructure installed today is expected to serve the community well into the next century and it is critical that quality infrastructure be installed to provide the best value to residents and business owners.

A majority of our project team, including all of our key members, are all local to the Chicago suburbs.

WORK SPECIFIC KNOWLEDGE

REVIEW TIMELINES

Maximum review timelines for each of our Clients are customized based on the internal review performance standards of the permitting department. For example, if the City has a stated performance goal of permit turnaround in 15 business days, we recommend requiring that the engineering review be completed within 10 business days to allow City staff time to compile and coordinate comments as necessary.

Our current municipal clients do not have specific performance timeline requirements. Our internal goal is to provide plan reviews in 10 working days or less for commercial and 5 working days or less for single family residential. We understand the need to provide the best possible customer service to residents and businesses. We regularly receive special requests from City staff to prioritize reviews and we are happy to oblige. We are a professional service provider, and we understand the occasional need to provide exceptionally fast service to some members of the communities we serve.

For inspection scheduling we request a minimum 24-hour notice, and we generally see these requests coming directly from the contractor or developer if allowed by the city.

Scott Drabicki, PE

Project Manager

EXPERIENCE
24 Years

EDUCATION
BS, Civil Engineering, University of Illinois at Urbana Champaign

MS, Business Administration, University of Notre Dame

REGISTRATIONS
Professional Engineer - IL
Professional Engineer - WI

PROFESSIONAL AFFILIATIONS
APWA Chicago Metro Chapter, Officer 2022-2027

Clark Dietz, Inc., Oakbrook Terrace, Illinois
Professional engineering services firm serving Clients throughout the Midwest in the civil, structural, electrical, and mechanical disciplines.

Civil and Environmental Team Lead (2018-present)
Responsible for managing the Northern Illinois Civil and Environmental team of professionals working with municipal clients in Illinois and Wisconsin. This team provides complete municipal engineering services including City Engineer duties, site design, stormwater management, wet utility, and transportation facility design and rehabilitation. Municipal clients served with review and inspection activities similar to those sought by the City of St. Charles include:

- City of Crystal Lake, private development on-call review and inspection services to the community to supplement City staff as needed.
- Village of Richton Park, private development review and inspection services to the community as the Village Engineer.
- Village of Harwood Heights, engineering services to the Village for regulatory permitting and planning items.
- Village of Barrington, engineering services to the Village for regulatory permitting.
- County of Vermilion, engineering service to the Highway Department for regulatory permitting.

Municipal clients served with capital project development include:

- County of Kane
- Village of Gurnee
- Village of Schaumburg
- City of Elmhurst
- Village of Buffalo Grove
- Village of Villa Park
- City of Glendale, WI
- City of Oconomowoc, WI

Village of Gurnee, Gurnee, Illinois
Municipal Corporation for a community of 31,000 residents and 1,200 businesses providing comprehensive infrastructure services to the Village.

Village Engineer (2009-2018)
Responsible for all operations of the Engineering Division including subdivisions, traffic studies, capital project administration, permitting, review, and inspection.

Assistant Director of Engineering (2003-2009)
Responsible for the day-to-day review, inspection, and operating activities of the engineering division. Served as liaison between all Village permitting departments including Community Development, Police, Fire, and Public Works.

Village of Schaumburg, Schaumburg, Illinois
Civil Engineer (1999-2003)
Entry-level staff engineer with an emphasis on single family permit review and inspection, civil design, and construction management.

Personal References for Development Review and Inspection

Abby Wilgreen, City Engineer
City of Crystal Lake
815.356.3605
awilgreen@crystallake.org

Nicholas Leach, Village Engineer
Village of Gurnee
847.599.7550
NLeach@village.gurnee.il.us

Pete Saunders, Community/Economic Dev. Director
Comm.
Village of Richton Park
708.481.8950
PSaunders@richtonpark.org

Glenn Westman, Retired
Lake County Stormwater Management
224.538.8027

STATEMENT OF EXPERIENCE

ENGAGEMENT TEAM

As a professional service company Clark Dietz understands the success of any project is a direct reflection of the skills of the project manager and the support team. As our proposed project manager, Scott Drabicki will be our principal representative in all matters concerning project administration and will have full authority to schedule staff resources, direct workflow to achieve scheduled commitments and seek subject matter experts as required for specialized tasks. Key members of the project team for this engagement will include other team leaders and experienced professionals to provide diversity and depth throughout the engagement.

Scott has worked alongside the members of this team since starting with Clark Dietz in 2018. He is personally familiar with everyone's strengths for development review and inspection and will delegate tasks to provide the best level of service to the City of St. Charles.

Ben Metzler, PE is an experienced municipal leader serving communities in Lake County, Illinois. His municipal development background includes subdivisions, stormwater permitting, and site development review and inspection. Ben and his team are expected to complement and supplement review and inspection capacity if workload requires additional resources. Years of Experience: 16 years.

Chris Gutkowski, PE, CFM is an experienced stormwater and wet utility expert serving communities throughout our service area. Chris recently relocated his family to northern Illinois and is now based in Oakbrook Terrace while still providing stormwater permitting and site development plan review services to communities in central Illinois including the Village of St. Joe and the City of Decatur. Chris is expected to provide senior level stormwater and site development reviews. Years of Experience: 18 years.

Emily Basalla, PE, CFM is a Vice President of Clark Dietz with extensive experience reviewing stormwater management reports, traffic studies, and site development plans throughout Illinois and Wisconsin. Emily and her team are expected to complement and supplement review and inspection capacity if workload requires additional resources. Years of Experience: 19 years.

Brandon Flunker, PE, CFM previously worked in the public sector for municipalities in Wisconsin including reviewing and permitting development plans and inspecting infrastructure installations. Brandon is expected to regularly review and permit stormwater management reports for developments. Years of Experience: 11 years.

Dan Powers, PE, CFM began his career reviewing plans and inspecting developments for the Village of Glenview and now works alongside our senior municipal engineers to provide complete stormwater review, plan review, and development site inspections. Dan is expected to review development plans and determine qualifications needed to staff day to day inspection activity for the City. Years of Experience: 7 years.

Andrew Torola, Engineering Technician has decades of experience in design, construction observation, survey, and layout for communities throughout Illinois. Andrew helps direct and supplement inspection staff as needed to ensure quality of construction. Years of Experience: 32 years.

TEAM RESUMES

EMILY BASALLA, PE, CFM

QA/QC, VICE PRESIDENT

Ms. Basalla is a Project Engineer with experience in civil, environmental, and municipal engineering projects. She takes a creative approach to every project with the goal of integrating functional roadway, drainage, and storm sewer designs with sustainable solutions in a community context. Ms. Basalla will provide comprehensive solutions to drainage conveyance and maintenance issues, including permitting, with minimal community disruption. Emily brings a strong background facilitating municipal permitting and designing for green infrastructure.

Diverse Stormwater Experience

Emily has experience in stormwater design, water main relocations, sanitary sewer design, wastewater treatment processes, pavement replacement and roadway widening projects. Additional stormwater design experience includes drainage studies, storm sewer design and facilitating the permit process. Emily brings a strong background facilitating municipal permitting and designing for green infrastructure.

Floodplain Management

Emily is a Certified Floodplain Manager with a proven level of expertise in floodplain mapping, national and state level requirements, and the administrative procedures necessary for viable community floodplain management. She has assisted Illinois communities in the use of floodplains to help reduce flood risks, protect public health and safety, and improve the quality of the community while preserving the natural environment.

Stormwater Master Plan Update, Downers Grove, IL /Project Engineer

East Side Drainage Preliminary Engineering - Phase 1, Harwood Heights, IL / Project Engineer

McKinley Stormwater Pump Station Phase 2, Elmhurst, IL / Project Engineer

Utley Stormwater Pump Station Rehabilitation, Elmhurst, IL / Project Engineer

EXPERIENCE
19 Years

EDUCATION
BS Civil Engineering

REGISTRATIONS
Professional Engineer - WI
Professional Engineer - IN
ASFPM Certified Floodplain Manager - MST
Professional Engineer - IL

ADDITIONAL TRAINING
WinSLAMM for Urban Stormwater Quality
XP-SWMM Training, XP Software

PROFESSIONAL AFFILIATIONS
Wisconsin Association for Floodplain, Stormwater, and Coastal Management
American Public Works Association
American Council of Engineering Companies
Illinois Association of Floodplain and Stormwater Management

BENJAMIN METZLER, PE

PROJECT ENGINEER

Mr. Metzler is a senior municipal engineer with experience performing plan reviews using local and county regulations, preparing capital plans, identified and implemented scope of future projects, performs outreach to residents, attends board and commission meetings, and has responded to and documented conditions during significant storm events.

Service to Green Oaks

Ben has served as a trusted adviser to the Village and consultant to Green Oaks for over 12 years with familiarity and experience starting in 2004. He started full time in August of 2010, managing the yearly road program, addressing drainage complaints, permitting, and other day-day items. Ben has been involved with multiple public/private sewer and water extensions, many miles of roadway rehabilitation, local and regional drainage improvements. His experience includes designing sewer collection systems, lift stations, water distribution systems and roadway projects. He has permitting experience with local and state agencies including IEPA, IDOT, LCSMC, MWRD, IDNR, ACOE and others.

Relevant Experience

2023 Green Oaks General Services, Green Oaks, IL / Project Manager

2022 Water Master Planning, Elmhurst, IL / Project Engineer

2021 Asset Management Plan Update, Franklin Park, IL / Project Engineer

2022 Pavement Rejuvenator Program, Green Oaks, IL / Project Manager

Bradley Road Phase I Study, Green Oaks, IL / Project Manager

2022 General Services - Stormwater Ordinance Review, Kenosha, WI / Quality Assurance/Quality Control Reviewer

Crescent Knoll Storm Sewer Replacement - 2022 WMB, Green Oaks, IL / Project Manager

Triangle Parcel Drainage Study, Green Oaks, IL / Project Manager

2022 Crack Sealing Program, Green Oaks, IL / Project Manager

EXPERIENCE
16 Years

EDUCATION
BS Civil and Environmental Engineering Hydrology

REGISTRATIONS
Professional Engineer - IL

PROFESSIONAL AFFILIATIONS
Illinois Society of Professional Engineers
Lake County Environmental Health Advisory Committee

TEAM RESUMES

DANIEL POWERS, PE, CFM

PROJECT ENGINEER

Mr. Powers is a civil engineer with planning, design, and construction inspection experience for municipal roadway, storm and sanitary sewers, and water main projects. He works closely with his clients to ensure all project needs are met and an effective solution is put in place. Mr. Powers gained first-hand municipal engineering experience while with the Village of Glenview, where he reviewed and inspected residential and commercial developments and managed various public works contracts. Dan's practical knowledge gained through site visits and construction inspection translates to more accurate design plans, minimizing construction changes and unseen obstacles. His detailed approach to preparing plans, specifications, and estimates translates to time and cost savings over the project life cycle.

Relevant Experience

MS4 and Industrial Storm Water Discharge Permitting, Barrington, IL / Project Engineer

2022 ILR Permitting, Barrington, IL / Project Engineer

Garden Hills Drainage and Lighting Improvements, Champaign, IL /

2023-2024 Woodlore Inspection, Crystal Lake, IL / Construction Inspector

Edgewater Drainage Improvement, Crystal Lake, IL / Civil Engineer

Highland Avenue and Randall Road Water Main, Crystal Lake, IL / Project Engineer

Redwood Subdivision Engineering Review /Inspection, Crystal Lake, IL / Project Engineer

Woodlore Subdivision Engineering Review /Inspection, Crystal Lake, IL / Project Engineer

Green Oaks Drain Tile Replacement, Crystal Lake, IL / Project Engineer

2020 Water Main Improvements, Elmhurst, IL / Project Engineer

Brush Hill Road Construction Services, Elmhurst, IL / Project Engineer

EXPERIENCE
7 Years

EDUCATION
BS Civil Engineering

REGISTRATIONS
Certified Floodplain Manager - IL
Professional Engineer - IL

ADDITIONAL TRAINING
IDOT Erosion and Sediment Control (Module I and III)

PROFESSIONAL AFFILIATIONS
American Public Works Association

CHRISTOPHER GUTKOWSKI, PE, CFM

PROJECT ENGINEER

With extensive experience in environmental engineering planning and design, Mr. Gutkowski specializes in stormwater and drainage projects including master plan development as well as hydrologic/hydraulic modeling utilizing HEC-HMS, HEC-RAS, GeoHEC-RAS, PC-SWMM, XP-SWMM, StormCAD and EPA-SWMM. Some past projects include low impact design, site plan review, floodplain/floodway analysis, FEMA floodplain map revisions, and capital improvement plans. Chris' stormwater design experience includes open channel projects focusing on erosion issues and conveyance capacity in addition to analysis and design of storm sewers and wetland detention ponds. His combined and sanitary sewer experience includes overflow elimination studies, system and treatment plant modeling, and sewer design, while his water design work ranges from large transmission mains to local distribution mains, well design and pipeline integrity analysis.

Relevant Experience

Norfolk Southern Railroad Crossing Levee Restoration, Mt. Carmel, IL / Project Manager

Arbour Meadows Basin Sediment Evaluation Study, Savoy, IL / Project Manager

Locust Colton CSO Elimination and Water Main Replacement, Bloomington, IL / Drainage Engineer

Garden Hills Drainage and Lighting Improvements, Champaign, IL / Drainage Engineer

Interstate Drive Research Park Hydraulics, Champaign, IL / Project Engineer

West Washington Street, Phase 3, Construction Services, Champaign, IL / Project Engineer

Beaver Lake Watershed Master Plan Update, Champaign, IL / Project Engineer

Washington Street West Drainage Study, Champaign, IL / Environmental Engineer

CH7-9th Street Phase I, Coles County, IL / Project Engineer

Edgewater Drainage, Crystal Lake, IL / Project Manager

EXPERIENCE
18 Years

EDUCATION
MS Civil and Environmental Engineering
BS Civil and Environmental Engineering

REGISTRATIONS
Professional Engineer - IL
Certified Floodplain Manager - IL
Professional Engineer - WI

ADDITIONAL TRAINING
ArcGIS Desktop II
XP-SWMM Training
ArcGIS Desktop I

PROFESSIONAL AFFILIATIONS
American Public Works Association
American Society of Civil Engineers
Illinois Association for Floodplain and Stormwater Management

TEAM RESUMES

BRANDON FLUNKER, PE, CFM

PROJECT ENGINEER

Mr. Flunker is a civil engineer who has developed a portfolio of municipal infrastructure experience with drainage, storm and sanitary sewers, and road reconstruction projects. Brandon gained first-hand municipal engineering experience during his employment with the Village of Germantown and the City of Mequon.

Field Experience Translates to Efficient Designs

Brandon's practical knowledge gained through site visits and construction inspection translates to more accurate design plans, minimizing construction changes and unseen obstacles. His detailed approach to preparing plans, specifications and estimates translates to time and cost savings over the project life cycle.

Relevant Experience

Village Engineering Services, Bayside, WI / Project Engineer

Tennyson Drive Storm Sewer, Bayside, WI / Project Engineer

Reuter Subdivision Improvements, Phases 3 and 4, Franklin Park, IL / Stormwater Engineer

City Engineering, Glendale, WI / Project Engineer

Floodplain Grant Management, Glendale, WI / Project Manager

General Engineering, Shorewood, WI / Project Engineer

General Services, Kenosha, WI /Project Engineer

Uline Construction Inspection, Kenosha, WI /Project Engineer

City of Milwaukee TMDL Planning, Milwaukee, WI / Project Engineer

Komatsu Mining Storm Modeling, Kenosha, WI / Project Engineer

Village Engineering Services, River Hills, WI / Project Engineer

TMDL Stormwater Management Plan, Shorewood, WI / Project Manager

Southside Roadway and Utility Construction, Whitefish Bay, WI /Project Engineer

EXPERIENCE
11 Years

EDUCATION
BS Civil Engineering-Environmental /Water Resources

REGISTRATIONS
Professional Engineer - IL
ASFPM Certified Floodplain Manager - MST
Professional Engineer - WI

ADDITIONAL TRAINING
Using HEC-RAS to Model Bridges, Culverts, and Floodplains

PROFESSIONAL AFFILIATIONS
Illinois Association of Floodplain and Stormwater Management
Wisconsin Association for Floodplain, Stormwater, and Coastal Management
American Public Works Association

ANDREW TOROLA

ENGINEERING TECHNICIAN

Mr. Torola has experience in construction observation, survey, and CADD operation (AutoCAD and MicroStation). His construction experience includes water and sewer extensions, water main construction, sewer overflow facilities, and drainage projects. Andy is also highly adept at developing accurate and precise survey information to assist in establishing boundaries and proper layouts water and sewer extensions as well as drainage conveyances. His construction experience includes staking and layout, street reconstruction, residential and downtown roadway improvement. Andy is also highly adept at developing accurate and precise survey information to assist in establishing boundaries and proper layouts for roadways and sidewalks.

Relevant Experience

East Side Drainage Preliminary Engineering - Phase 1, Harwood Heights, IL / Engineering Technician

Utley Pump Station and City-Wide Fiber Construction, Elmhurst, IL / Engineering Technician

Birch and Cherry Avenue Water Main Reconstruction, Franklin Park, IL / Engineering Technician

Scott Street Basin Construction Engineering, Franklin Park, IL / Engineering Technician

West Mannheim Residential Street & Utility Improvements, Franklin Park, IL / CADD Technician

City Engineering Services, Glendale, WI / CADD Technician

Capital Bill Streets Rehabilitation, Harwood Heights, IL / Engineering Technician

Grandwood Park Watermain Replacement, Lake County, IL / Engineering Technician

Karlov Water Main Project, Richton Park, IL / Engineering Technician

Stimulus Sidewalk Construction Phase Engineering, Richton Park, IL / Engineering Technician

Village Engineering Services, River Hills, WI / Engineering Technician

Cullerton Drive Reconstruction, Franklin Park, IL / Engineering Technician

WMRA Parking Improvements - Construction, Franklin Park, IL / CADD Technician

EXPERIENCE
32 Years

ADDITIONAL TRAINING
Civil 3D Roadway & Corridor, Pipe Networks, and Site Design
GIS for Public Works, University of Madison

Village Engineering Services

Green Oaks, IL

OWNER CONTACT
Denise Kafkis
Village Administrator
Village of Green Oaks, IL
847.362.5363
denise.kafkis@greenoaks.org

PROJECT DURATION
2022 - Present

**Ben joined Clark Dietz in 2022. Prior to that Ben provided Village Engineering Services to the Village since 2008.*

Clark Dietz serves as the Village Engineer for Green Oaks, assisting them from project inception through construction as well as with a myriad of day-to-day activities.

4,080 residents call Green Oaks home. They rely on small administrative staff to run the day-to-day operations at the Village. The planning, legal, building, and engineering departments are all contracted services. Ben Metzler with Clark Dietz has worked with the Village of Green Oaks for more than 15 years. The Village hired Clark Dietz to act as their Village Engineer in 2022 when Ben joined Clark Dietz.

As Village Engineers we work with the Village to identify and plan for capital improvement projects, seek and apply for grant and other funding opportunities, and manage the Village's day-to-day engineering matters. We have assisted the Village with obtaining over $500,000 of grants. Our staff assists the Village with drainage complaints and surveys the Village after big rain events to document flooding.

We have also assisted the Village in passing a road referendum to fund large scale improvements, preparing a master plan to identify the scope of the referendum, presenting the proposed improvements and referendum to the public, and (after three referenda), implementing the master plan. Since 2019, over 30 of the 53 lane miles of road in the Village has been repaved and Ben has served as the project manager for every mile.

Additionally, Ben Metzler is the Village's Enforcement Officer and administers the Watershed Development Ordinance. The Village is a certified community that has adopted the Lake County Watershed Development ordinance and added more stringent development requirements as flooding is an issue. Ben and Clark Dietz assist the Village in reviewing development applications with respect to the stormwater ordinance and engineering matters. Moreover, there are several water and sewer system owners that Clark Dietz must coordinate with, ensuring that all agencies are involved and satisfied in the Village's permit process.

The Village has an active and prosperous TIF District along a state highway, which has generated a $33M increment. We have assisted in reviewing all of the developments, including a gas station, two senior living facilities, U-Haul, and an upcoming tractor dealership.

Clark Dietz is used to operating as one cog in a larger machine, coordinating our efforts with planning, building, IDOT, county DOTs, water utilities, sewer utilities, and many other stakeholders. We understand our role and responsibilities and work collaboratively to deliver reliable, efficient, and reasonable review services.

Municipal engineering is a core service at Clark Dietz. Our clients rely on us as a trusted advisor and expert and we deliver.

On-Call Plan Review and Construction Inspection Services

Crystal Lake, IL

OWNER CONTACT
Abigail Wilgreen
City Engineer
City of Crystal Lake
815.356.3605
awilgreen@crystallake.org

PROJECT DURATION
5/1/2020 - Present

The Village of Crystal Lake contracted with Clark Dietz to provide On-Call Plan Review and Construction Inspection services to supplement City engineering staff beginning in 2020. Through 2023 the majority of this work has consisted of overseeing public infrastructure improvements associated with private development within the community including Mercy Health Hospital, Lennar's Woodlore Subdivision, and the Redwood multifamily residential development.

Inspection oversight has included over 2,000 LF of roadway reconstruction, 11,000 LF of new roadway installation, sanitary sewer, storm sewer, and more than 15,000 LF of water main installation. Clark Dietz coordinates with developers and City staff daily to coordinate review and inspection needs.

Public infrastructure is inspected to ensure conformance with local requirements and in accordance with IDOT or IEPA regulations as applicable. Our staff are responsible for overseeing and coordinating IEPA testing and operating permits for public water main and well as testing of sanitary sewer mains. Our goal is to ensure the improvements being installed for public dedication will provide decades of trouble-free service to the City.

Residential inspections associated with the subdivision developments include public walk pre-pour inspections, driveway pre-pave inspections, grading and drainage inspections. Upon completion of each home the as-built survey is reviewed, and final occupancy inspections are completed to ensure compliance with City requirements and to ensure the homeowner's interests are represented.

City Engineering Services

Glendale, WI

OWNER CONTACT
Charlie Imig
Director of Public Works
City of Glendale
414.228.1746
c.imig@glendalewi.gov

PROJECT DURATION
2011 - Present

Highlights

- No surprises: It is our duty to field residents' concerns so that the City is always prepared.
- We communicate like our mothers live in your community: We explain how projects will benefit each resident in straightforward language.
- Every penny in taxes belongs to the residents: We are stewards of the City's resources.

Clark Dietz has a long-standing relationship with the City of Glendale providing municipal engineering design and construction management services related to infrastructure improvement programs. Clark Dietz provides comprehensive infrastructure planning including feasibility studies, community design, zoning and ordinance review, agency compliance, needs assessments, impact fees, economic development, capital improvement, and public participation services. Specifically, we conduct cost estimation and engineering design for annual roadway improvements, LED street light conversions, sidewalk replacement, alley rehabilitation, streets, sewers, watermain, stormwater detention, and developer reviews among a host of other municipal engineering services as needed. Importantly, Clark Dietz offers grant and report writing to determine if the City's projects might be eligible for a wide range of funding assistance programs including grants and low interest loans.

The City of Glendale is a unique community characterized by its diverse residents, family friendly atmosphere and robust commercial and economic opportunities. Our commitment to the City is evident in the way we approach problems: not every problem requires an engineering solution. We gain the trust of residents by clearly communicating the benefits of how their taxes are being utilized. We are community advocates, serving as the City's legs, eyes, and ears to ensure projects happening in neighborhoods are executed with compliance and efficiency. When an engineering project arises, our commitment to the profession is apparent; our diverse in-house staff are highly trained in the specialized services we offer and provide straight-forward answers. Most importantly, we are flexible in our approach, adapting our style to deliver our services in the voice of the City's government.

CLARK DIETZ ADDED VALUE

- Clark Dietz is engrained in the community. As the appointed City Engineer, we are intimately involved with what is important to residents.
- As municipal engineers, we know how governments work and we are familiar with unique challenges.
- Our comprehensive services and planning provides ease of budgeting for government staff.

City Profile

Located in the heart of the North Shore, just one mile from Lake Michigan, the City of Glendale is a unique community characterized by its diverse residents, family friendly atmosphere and robust commercial and economic opportunities. Glendale is a well-connected community with vast transportation infrastructure and access to major regional thoroughfares, including interstate 43 and a number of state highways. The City is a member community of the Milwaukee Metropolitan Sewerage District and is served by both combined and separated sewer conveyance systems. The City is also a member of the North Shore Water Commission.

General Services - Stormwater Ordinance Review

Kenosha, WI

PROJECT DURATION
2015 - Present

PROJECT TEAM
Emily Basalla, PE, CFM
Christopher Beyer, PE
Benjamin Metzler, PE
Grace Newcomb, EIT
Kevin Risch, PE
Adam Ross, EIT
Tania Tkachuk, EIT

OWNER CONTACT
Kim Masura, PE, CFM
Senior Civil Engineer
City of Kenosha
262.653.4155
kmasura@kenosha.org

Since 2015, Clark Dietz has provided stormwater reviews for the City of Kenosha. Our team is tasked with reviewing development proposals as it relates to stormwater management to ensure new developments, if approved, would meet City ordinances. Clark Dietz provides services for Kenosha's engineering department, acting as an extension of City staff. When a new development is proposed, we review the submitted plans and engage in weekly meetings with the City to ultimately deliver a comment letter on our findings.

We believe that trust is paramount in the relationship between Kenosha and developers seeking to bring new opportunities to the City. Clark Dietz is responsible for consistency in enforcement of stormwater ordinances on all new developments while accounting for where the developments are located if identified as a floodwater affected area. However, the City's stormwater ordinances are becoming dated and provide unwanted room for interpretation. Our commitment to Kenosha includes revising stormwater ordinances to provide more prescriptive language and requirements.

HIGHLIGHTS

- Our flexibility during the Covid-19 pandemic led to meeting efficiencies and technology upgrades with the use of Bluebeam presentations and information sharing.
- We help the City stay compliant with two separate regional sewer commissions as it relates to stormwater discharge.
- Our community focus has helped bring business to Kenosha by reviewing several major corporate campus developments.
- Clark Dietz provides a bridge of understanding to developers, the City, and the engineering department, using a common language to promote trust and transparency.

City of St. Charles

REFERENCE FORM

Engineering Plan Review and Construction Inspection Services for Private Development
CD2023-39

The following is a list of **FIVE (5)** references that have performed projects similar in size & scope within the last five (5) years.

1. Company Name and Address	**Scope of Work:**	Village Engineering
Village of Green Oaks	**Date(s):**	2010 to Present (Metzler)
2020 O'Plaine Road	**Amount:**	
Green Oaks, IL 60048	**Project Manager:**	Denise Kafkis
	Telephone No:	847.362.5363
	Email:	denise.kafkis@greenoaks.org
Comments: Reference Verified: Yes___No___		

2. Company Name and Address	**Scope of Work:**	On-call review and inspection
City of Crystal Lake	**Date(s):**	2020-present
100 W. Woodstock Street	**Amount:**	
Crystal Lake IL 60014	**Project Manager:**	Abby Wilgreen
	Telephone No:	815.356.3605
	Email:	awilgreen@crystallake.org
Comments: Reference Verified: Yes___No___		

3. Company Name and Address	**Scope of Work:**	Village Engineer (Drabicki)
Village of Gurnee	**Date(s):**	2004-2018
325 N. O'Plaine Road	**Amount:**	
Gurnee IL 60031	**Project Manager:**	Administrator, Pat Muetz
	Telephone No:	847.599.7500
	Email:	patm@village.gurnee.il.us
Comments: Reference Verified: Yes___No___		

4. Company Name and Address	**Scope of Work:**	Village Engineering
Village of Glendale	**Date(s):**	2011 to Present
5909 N. Milwaukee River Parkway	**Amount:**	
Glendale, WI 53209	**Project Manager:**	Charlie Imig, Director of Public Works
	Telephone No:	414.228.1746
	Email:	c.imig@glendalewi.gov
Comments: Reference Verified: Yes___No___		

5. Company Name and Address	**Scope of Work:**	Village Engineering
Village of Harwood Heights	**Date(s):**	2009-present
7300 W. Wilson Avenue	**Amount:**	
Harwood Heights, IL 60706	**Project Manager:**	Mayor Arlene Jezierny
	Telephone No:	708.867.7200
	Email:	ajezierny@yahoo.com
Comments: Reference Verified: Yes___No___		

Company Name: Clark Dietz, Inc.

Failure to complete and return this form may be considered sufficient reason for rejection of the submittal.

Clark Dietz

Engineering Quality of Life®

Scott Drabicki, PE
Project Manager

Clark Dietz, Inc.
1815 S. Meyers Road, Suite 470
Oakbrook Terrace, IL 60181

630.607.1513
scott.drabicki@clarkdietz.com

clarkdietz.com

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CITY OF ST. CHARLES
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CITY OF ST. CHARLES
REQUEST FOR PROPOSAL
CD2023-39

Engineering Plan Review and Construction Inspection Services for Private Development

SUBMITTED BY

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1

EXPERIENCE AND CAPABILITIES

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Plan Reviews and Inspections

VILLAGE OF LOMBARD
COMMUNITY DEVELOPMENT

PROJECT DESCRIPTION

The purpose of this contract is to act as an extension of the Community Development Department to conduct construction site inspections and plan or permit reviews of privately initiated improvements to ensure that all public and private improvements comply with applicable Village requirements. The scope of work includes construction observation and final review of public improvements related to residential subdivisions/community developments for compliance with Municipal Code and approved plans. Thomas Engineering Group (TEG) provides inspection for all roadway, pavement, driveways, water main, sanitary sewer, force main, and storm sewer installation in accordance with the essential functions of a Development Services Inspector.

TEG conducts site inspections of privately initiated improvement projects; prepares daily inspection reports regarding conditions found, action taken, work performed and recommendations; prepares lists of deficiencies for project closeouts. TEG ensures public and private improvement compliance with standard construction procedures, approved review plans and municipal codes and ordinances. TEG staff coordinates proposed and ongoing site construction with supervisors, contractors, other departments, and government agencies.

TEG also provides plan reviews for individual permits and planned unit developments for compliance with Village Code and the DuPage County Countywide Stormwater and Floodplain Ordinance, providing prompt, yet thorough reviews, which protect the Village from poorly planned development without discouraging economic development. TEG also offers technical guidance to the community, extending technical guidance to residents to mitigate localized flooding issues and providing consultation services associated with the Village's backyard drainage grant program.

CLIENT INFORMATION

William Heniff
Director of Community Development
Village of Lombard
255 E. Wilson Avenue
Lombard, IL 60148
(630) 620-3599
heniffw@villageoflombard.org

PROJECT INFORMATION

Dates
03/2018 - Ongoing

Key Personnel
Kevin VanDeWoestyne, PE, ENV SP
Tomasz Tretowicz, EI

thomas engineering group
service at the highest grade®

Private Development Plan Reviews and Inspections

VILLAGE OF CHANNAHON

PROJECT DESCRIPTION

Thomas Engineering Group (TEG) was selected by the Village of Channahon to update and refine the Village's infrastructure materials and specifications, engineering standard details, private development processes and checklists, and Code of Ordinances. TEG updated the water main, storm sewer, sanitary sewer, and street lighting approved material and construction specifications to reflect the Village's preferred materials, approved equivalent materials, and substituted materials. TEG reviewed existing standards and specifications in the Ordinance, reviewed recently permitted, approved plan developments, identified deviations between standards and alternative, equal materials, identified discrepancies, conflicts, and information gaps in the Ordinance, and recommended and prepared Ordinance and Standard revisions. TEG met with the Village to discuss findings, recommendations, and the Village's preferred method of resolving conflicts.

Since 2015, TEG has provided municipal reviews of public improvements related to commercial, industrial, and residential developments for compliance with Development Code and storm water management regulations. Responsibilities include review of all mass grading, site development, stormwater management, and utility infrastructure plan reviews. Within the last eight (8) years, TEG has provided development assistance to the Village on over forty (40) projects.

CLIENT INFORMATION

Edward Dolezal
Director of Public Works
Village of Channahon
24555 Navajo Drive
Channahon, IL 60410
(815) 467-2123
edolezal@channahon.org

PROJECT INFORMATION

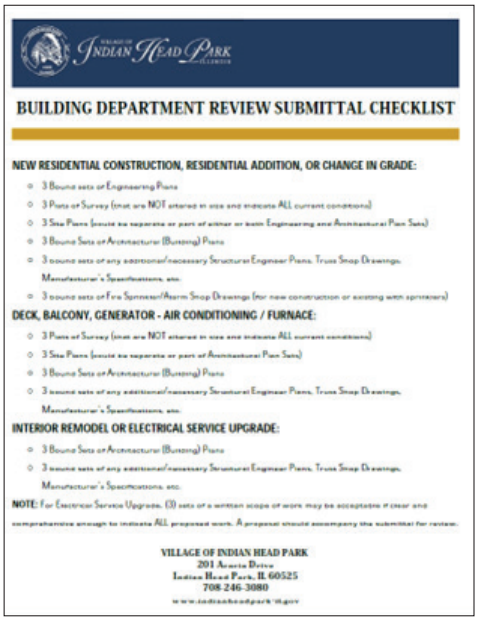
Dates
2015 - Ongoing

Key Personnel
Kevin VanDeWoestyne, PE, ENV SP
Donald Kinzler, PE, CFM
Mary Cave, PE

thomas engineering group
service at the highest grade®

Plan Reviews and Construction Inspections

VILLAGE OF INDIAN HEAD PARK



VILLAGE OF INDIAN HEAD PARK

BUILDING DEPARTMENT REVIEW SUBMITTAL CHECKLIST

NEW RESIDENTIAL CONSTRUCTION, RESIDENTIAL ADDITION, OR CHANGE IN GRADE:

- 3 Bound sets of Engineering Plans
- 3 Plats of Survey (that are NOT altered in size and indicate ALL current conditions)
- 3 Site Plans (could be separate or part of either or both Engineering and Architectural Plan Sets)
- 3 Bound Sets of Architectural (Building) Plans
- 3 bound sets of any additional/necessary Structural Engineer Plans, Truss Shop Drawings, Manufacturer's Specifications, etc.
- 3 bound sets of Fire Sprinkler/Alarm Shop Drawings (for new construction or existing with sprinklers)

DECK, BALCONY, GENERATOR - AIR CONDITIONING / FURNACE:

- 3 Plats of Survey (that are NOT altered in size and indicate ALL current conditions)
- 3 Site Plans (could be separate or part of Architectural Plan Sets)
- 3 Bound Sets of Architectural (Building) Plans
- 3 bound sets of any additional/necessary Structural Engineer Plans, Truss Shop Drawings, Manufacturer's Specifications, etc.

INTERIOR REMODEL OR ELECTRICAL SERVICE UPGRADE:

- 3 Bound Sets of Architectural (Building) Plans
- 3 bound sets of any additional/necessary Structural Engineer Plans, Truss Shop Drawings, Manufacturer's Specifications, etc.

NOTE: For Electrical Service Upgrades, (3) sets of a written scope of work may be acceptable if clear and comprehensive enough to indicate ALL proposed work. A proposal should accompany the submittal for review.

VILLAGE OF INDIAN HEAD PARK
201 Acacia Drive
Indian Head Park, IL 60525
708-246-3080
www.indianheadpark-il.gov

PROJECT DESCRIPTION

The Village of Indian Head Park utilizes the services of a private consulting firm to provide building permit reviews, utility permit reviews, traffic studies and traffic study reviews, and construction inspection services for private developments. Thomas Engineering Group, LLC provides building department review and private development inspection services to the Village for residential and commercial developments, subdivisions, and private utility improvements.

Since 2023, TEG has assisted the Village with review and maintenance of the Building Department review submittal checklist, building permit application, and the Village's Guide to Obtaining a Permit. TEG has also reviewed the Village's Municipal Code for Building & Zoning for discrepancies between the Code and Village practices.

TEG offers "as needed" or "on call" services to the Village at fixed hourly billing rates for plan review and construction inspection services of all private development projects and permit projects according to the Consultant Employee Rate Listing for General On-Call Municipal Engineering Services Contract.

Services include, but are not be limited to the following:

- Review of new residential construction
- Review of residential additions
- Review of changes in grade
- Review of private flood relief and site drainage
- Review of driveway and patio building permits
- Conceptual-preliminary-final engineering plan review and coordination
- Review of stormwater management reports and permits
- Review of traffic studies
- Site development oversite and inspection

CLIENT INFORMATION

Andy Ferrini
Assistant Village Administrator
Village of Indian Head Park
201 Acacia Drive
Indian Head Park, IL 60525
(708) 246-3080
aferrini@indianheadpark-il.gov

PROJECT INFORMATION

Key Personnel
Kevin VanDeWoestyne, PE, ENV SP
Robert Flatter, PE

thomas engineering group
service at the highest grade®

Plan Reviews and Inspections

CITY OF WEST CHICAGO

PROJECT DESCRIPTION

Thomas Engineering Group provides engineering plan review and construction inspection services "as needed" for private and public improvements related to residential subdivisions, commercial, and industrial community developments for compliance with Municipal Code and City Requirements. This includes quality control review of developer's design plans, evaluation and review of engineering plan revisions, observation of construction activities, and private utility plan reviews and permitting within the City's ROW in accordance with City Utility Permitting Requirements. During construction, TEG serves as the City's liaison between Public Works, City Utilities, Community Development, the Developer and General Contractor.

In addition to private development engineering plan reviews and construction inspection, TEG performs traffic impact study reviews and engineering plan reviews on behalf of the City for interagency improvements such as IDOT and DuPage County highway improvements near City ROW, checking for geometric, hydraulic, traffic, and environmental impacts, ADA ramp upgrades, and ROW conflicts between State, County, and City interest.

The City recently hired TEG for construction inspection of the Trillium Farm subdivision development. The development consisted of a 3 phase, 84 residential single family home development by Pulte Home Company, LLC. The development is located on approximately 35 acres at the former Planter's Palette Garden center at the southeast corner of Garys Mill Road and Purnell Road. TEG provided full-time inspection to bring water and sewer distribution systems to the Trillium Farm site development from Garys Mill and Roosevelt Road. TEG provided full-time inspection of all onsite utilities including water main, storm sewer, sanitary sewer, and detention outlets. The project included both open cut and horizontal directional drilling of buried utilities. TEG also provided inspection of all subgrade, PCC curb and gutter, and HMA pavement, and final testing of sewer and water utilities. Responsibilities also included erosion control inspections, construction site access control, and shop drawing reviews for conformance with Municipal Code and the approved engineering plans.

CLIENT INFORMATION

Mehul Patel
Director of Public Works
1400 W. Hawthorne Lane
West Chicago, IL 60185
(630) 293-2255
mpatel@westchicago.org

PROJECT INFORMATION

Key Personnel

Kevin VanDeWoestyne, PE, ENV SP
Don Kinzler, PE, CFM
Mary Cave, PE

Private Development Projects To-Date

- Industrial Drive Box Culvert Replacement (DuPage County)
- Tower Station (commercial)
- DuPage National Technology Park
- Pioneer Prairie – Habitat for Humanity (residential)
- Snowberry Outlot at Prestonfield Subdivision (residential)
- Thorntons Gas Station
- DuPage Airport Authority's Ingenuity Way Development (industrial)
- QuikTrip Travel Center
- IL Route 59 at Gary's Mill Road (IDOT)
- The Preserve at West Branch (residential)

Thomas Engineering Group's financials are reviewed by the Illinois Department of Transportation ever year in order to remain prequalified to provide professional engineering and surveying services. As part of this review, IDOT assigned Thomas Engineering Group with an annual transportation fee capacity of $14,400,000. A copy of our current/active Statement of Experience and Financial Condition (SEFC) is provided below.

TEG's Municipal Department has an annual workload capacity of approximately 30,000 hours, with a current backlog for 2024 at approximately 20,000 hours. Therefore, current resources are 67% allocated to existing contracts, leaving 10,000 hours of available workload in 2024.

Illinois Department of Transportation
2300 South Dirksen Parkway / Springfield, Illinois / 62764

February 24, 2023

Subject: PRELIMINARY ENGINEERING
Consultant Unit
Prequalification File

Thomas Gill
THOMAS ENGINEERING GROUP, LLC
238 South Kenilworth Avenue
Suite 100
Oak Park, IL 60302

Dear Thomas Gill,

We have completed our review of your "Statement of Experience and Financial Condition" (SEFC) which you submitted for the fiscal year ending Dec 31, 2021. Your firm's total annual transportation fee capacity will be $14,400,000.

Your firm's payroll burden and fringe expense rate and general and administrative expense rate totaling 166.48% are approved on a provisional basis. The rate used in agreement negotiations may be verified by our Bureau of Investigations and Compliance in a pre-award audit. Pursuant to 23 CFR 172.11(d), we are providing notification that we will post your company's indirect cost rate to the Federal Highway Administration's Audit Exchange where it may be viewed by auditors from other State Highway Agencies.

Your firm is required to submit an amended SEFC through the Engineering Prequalification & Agreement System (EPAS) to this office to show any additions or deletions of your licensed professional staff or any other key personnel that would affect your firm's prequalification in a particular category. Changes must be submitted within 15 calendar days of the change and be submitted through the Engineering Prequalification and Agreement System (EPAS).

Your firm is prequalified until December 31, 2022. You will be given an additional six months from this date to submit the applicable portions of the "Statement of Experience and Financial Condition" (SEFC) to remain prequalified.

Sincerely,
Jack Elston, P.E.
Bureau Chief
Bureau of Design and Environment

SEFC PREQUALIFICATIONS FOR THOMAS ENGINEERING GROUP, LLC

CATEGORY	STATUS
Special Studies - Traffic Studies	X
Special Plans - Traffic Signals	X
Special Services - Construction Inspection	X
Hydraulic Reports - Waterways: Typical	X
Hydraulic Reports - Waterways: Complex	X
Special Studies- Location Drainage	X
Location Design Studies - New Construction/Major Reconstruction	X
Special Studies - Feasibility	X
Location Design Studies - Reconstruction/Major Rehabilitation	X
Special Services - Surveying	X
Highways - Freeways	X
Location Design Studies - Rehabilitation	X
Special Services - Sanitary	X
Special Studies - Safety	X
Highways - Roads and Streets	X

X	PREQUALIFIED
A	NOT PREQUALIFIED, REVIEW THE COMMENTS UNDER CATEGORY VIEW FOR DETAILS IN EPAS.
S	PREQUALIFIED, BUT WILL NOT ACCEPT STATEMENTS OF INTEREST

2

STATEMENT OF EXPERIENCE

POINT OF CONTACT

Kevin VanDeWoestyne
PE, ENV SP
kevinv@thomas-engineering.com
(847) 815-9500

FIRM OFFICERS

President:
Thomas Gill, PE
tomg@thomas-engineering.com
(708) 533-1700

Construction Department Head:
Gregory Benske
gregb@thomas-engineering.com
(847) 847-6181

Municipal Department Head:
Kevin VanDeWoestyne
PE, ENV SP
kevinv@thomas-engineering.com
(847) 815-9500

Transportation Department Head:
Curtis Cornwell
PE, PTOE
curtisc@thomas-engineering.com
(773) 251-7938

OFFICE LOCATIONS

238 South Kenilworth Avenue
Suite 100
Oak Park, IL 60302

762 Shoreline Drive
Suite 200
Aurora, IL 60504

2625 Butterfield Road
Suite 209W
Oak Brook, IL 60523

Thomas Engineering Group, LLC (TEG), founded in 2008, is a professional engineering firm focused on providing planning, design, and construction engineering services to public sector clients. TEG's headquarters is located in Oak Park, with branch offices in Aurora and Oak Brook. After 15 years in business, TEG has grown to over 40 employees across three departments: Municipal, Construction, and Transportation.

TEG is a Limited Liability Company co-founded and owned by three partners (Thomas Gill, III, PE, President; Greg Benske, Principal; Kevin VanDeWoestyne, PE, Principal) since 2008. TEG executive team also includes Curtis Cornwell, PE, PTOE, Transportation Department Head; and Sujata Banerjee, MBA, Business Manager.

TEG has completed $8.5 million of work in the past 12 months. The value of the remaining work under contract is $8 million, excluding the General Engineering Services Contract in the City of West Chicago, which runs through 2027. The number of clients serviced by the Municipal Department in the last 12 months is approximately 35 clients, who are repeat customers, and remain under contract with TEG.

TEG has thoroughly read the RFP and Addendum #1 and is fully prepared to provide the City with Engineering Plan Review and Construction Inspection Services for Private Development. TEG is properly licensed and has the qualifications and experience necessary to perform the duties required by the City.

One of TEG's key talents, and a significant contributor to our growth as a firm, is providing quick solutions and turnaround to our municipal clients' day-to-day engineering needs. We have provided a broad range of services for repeat clients including:

- *City of West Chicago (2018 - 2027 General Engineering Contract, Plan Reviews and Inspections)*
- *Village of Channahon (Private Development Reviews and Inspection)*
- *Village of Indian Head Park (2019-2023 Engineering Services, Sanitary Sewer System Repair Plan, Plan Reviews and Inspections)*
- *Village of Lombard (Community Development Reviews and Inspections)*
- *Village of Westmont (2015-2023 Alley Reconstruction Program)*

Staff Qualifications: *Licenses and Certifications*

20	IL Licensed Professional Engineers	PE
3	Qualified Construction Stormwater Inspectors	QCSI
3	Professional Traffic Operations Engineers	PTOE
2	Certified Floodplain Managers	CFM
2	ISA Certified Arborists	
2	Licensed Drone Pilots	
2	Road Safety Professionals	RSP
2	Qualified MS4 LID/Green Infrastructure Inspector	QLIDI
1	Certified Inspectors of Sediment and Erosion Control	CISEC
1	IL Licensed Professional Land Surveyor	PLS
1	Envision Sustainability Professional	ENV SP
1	IL Herbicide and Pesticide Applicator	

Services Performed In-House

MUNICIPAL ENGINEERING

- Capital Improvement Planning
- Development Plan Review and Inspection
- Local Roadway and Street Design
- Pavement Preservation and Maintenance
- Sidewalk Preservation and Maintenance
- Site Development and Drainage
- IDOT, IEPA, and Stormwater Permitting
- Grant Writing/Funding Identification Assistance
- Assistance with CDBG Programming
- STP, LAPP, and ARRA Administration
- Municipal Phase I/II/III Program Management
- Management of MFT Programs
- Street Resurfacing and Reconstruction
- Street Condition Ratings
- Sidewalk Replacement Programs
- Crack Filling Programs
- Parking Lot Rehabilitation
- Pedestrian and Bicycle Facilities
- Bike/Multi-use Path Resurfacing and Reconstruction
- Storm Sewer Rehabilitation
- Watermain, Sanitary, and Storm Sewer Design
- Utility Coordination

CONSTRUCTION AND RESIDENT ENGINEERING

- Contract Documentation
- Constructability Review
- Public Relations and Outreach
- Schedule Review
- Construction Oversight and Inspection
- Timely Record Drawing Submittals
- Maintenance of Traffic and Staging
- Project Administration

TRANSPORTATION PLANNING AND DESIGN

- State-led and locally-led Phase I Studies
- Feasibility Studies/Alternatives Analyses
- Intersection and Interchange Design Studies
- Public Involvement
- Streetscape Planning and Design
- Traffic and Safety Engineering

DRAINAGE AND STORMWATER MANAGEMENT

- Hydrologic and Hydraulic Analyses
- Flood Control Projects
- Water Quality BMPs
- Detention/Retention/Infiltration Design
- LDS and Drainage Tech Memorandums
- Green Infrastructure Design

SURVEY

- Topographic Survey
- Legal Descriptions
- Plat and Deed Research
- Subdivision and Right-of-Way Survey and Plats
- Section Corner Resets
- Property Boundary Surveys
- Plat of Highways
- ALTA/NSPS Land Title Surveys
- Plats of Easement
- Dedication Plats
- Plats of Vacation
- Construction Layout (Roads, Utilities, Bridges)
- Control Setup
- As-built Surveys

ENVIRONMENTAL

- Tree Surveys/Tree Inventories
- Tree Risk Assessment and Mitigation
- Tree Preservation Plans and Plan Reviews
- Landscape Maintenance and Planting Inspections and Documentation
- Selective Clearing (Removing Invasive Species and Promoting Native and Beneficial Species)
- Erosion and Sediment Control Reviews/Inspections
- Environmental Survey Requests (ESR)
- NPDES Compliance

Proposed Staff Roles and Expectations

- **Kevin VanDeWoestyne, PE, ENV SP (Project Principal):** Having coordinated funding, planning, design, and construction inspection of municipal projects for over 15 years exclusively in the adjacent City of West Chicago, Kevin understands the importance of taking an active ownership approach to project management. He will oversee and invoice all work requested by the City with Senior Project Manager, Mr. Donald Kinzler, PE, CFM and Ms. Mary Cave to fulfill the City's requests. Combined, Kevin, Don, and Mary have more than 60 years of experience.

- **Donald Kinzler, PE, CFM (Primary Plan Reviewer and Client Liaison):** TEG will provide a single point of contact for this work. Mr. Kinzler, Senior Project Manager, will be responsive to any City staffing need within 24 hours. Don has 20 years of experience with 15 years serving as the Engineering Project Manager for the Village of Channahon. His experience includes managing both development and Village infrastructure projects from concept to closeout. ***Prior to joining TEG, Don oversaw all private developments in the Village of Channahon, coordinating both plan reviews and construction inspection services by consultants such as TEG.***

- **Mary Cave, PE (Secondary Plan Reviewer):** From her previous experience, including serving as the Assistant City Engineer for the City of Decatur, she has developed strong communication skills as well as the ability to organize, prioritize and work with multiple stakeholders and deadlines. Her 20+ experience includes public outreach, grant writing, land development design and review, drainage system modeling, design and review, capital improvement planning and budgeting, and sanitary sewer design and review. Mary will support Don by assisting with entitlement reviews (Subdivisions, Planned Unit Developments, and Large Commercial Developments). Most recently, she completed plan reviews for the Whispering Oaks Subdivision in the Village of Channahon and The Preserve at West Branch in the City of West Chicago.

- **Tomasz Tretowicz, EI (Plan Review Support Staff):** Mr. Tretowicz will assist TEG plan reviewers and construction inspectors as necessary. As a representative of TEG, Tom has been providing on-call staffing assistance to the Village of Lombard Department of Community Development since 2017 and continues to provide this service to the Village today. Tom acts as an extension of the Department of Community Development by conducting proposed development site plan reviews, subdivision plan reviews, permit reviews, and performing construction site inspections for privately initiated improvements to ensure that all public and private improvements comply with applicable Village requirements, IEPA, IDNR, DPES, including stormwater conveyance and detention, and public or private infrastructure improvements.

PROJECT MANAGEMENT PHILOSOPHY

A tailored QA/QC process will be implemented to ensure high-quality deliverables that meet the City's expectations. This process may involve establishing quality standards, developing a quality management plan, defining roles and responsibilities, and creating procedures for conducting quality reviews. Regular review and assessment of progress and deliverables will be conducted to identify areas that need improvement.

TEG's past experience and comprehensive project management approach will ensure that these services are delivered with high-quality results and within established budgets and timelines.

3

WORK SPECIFIC KNOWLEDGE

Review Turnaround Times

TEG will schedule and communicate each plan review or construction inspection task, within 24 hours from the time of notification to the appropriate construction inspector or plan reviewer. TEG understands the importance of being responsive during fast moving construction activities and we are committed to responding promptly. TEG wants to be an active part of the development process and therefore will strive to not be the reason that construction doesn't start on time. We will diligently work with the developer and the developer's engineer to keep projects from being delayed.

One of TEG's key talents, and a significant contributor to our growth as a firm, is providing quick solutions and turnaround to our municipal clients' day-to-day engineering needs. This type of work is our firm's niche. Our staff is adept at pivoting to assist municipalities with tasks or projects that cannot be completed by their current staff due to resource constraints or when outside expertise is required.

Proposed Staff Applicable Licensure


Illinois Association for Floodplain and Stormwater Management
Association of State Floodplain Managers

This writing certifies that

Donald R. Kinzler, CFM

Has successfully fulfilled all the prerequisites and requirements for being a

Certified Floodplain Manager

In recognition thereof, this certificate is awarded, 3/11/2008
Certificate Number IL-08-00374. Expires 7/31/2024

Stephen Altman, P.E., CFM
Chair, IAFSM

Greg Thorpe, CBO, CFM
Chair, IAFSM Certification Committee

ASFPM CFM CERTIFIED


State of Illinois
Department of Financial and Professional Regulation
Division of Professional Regulation

LICENSE NO. 062.063193

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES: 11/30/2023

LICENSED PROFESSIONAL ENGINEER

DONALD R KINZLER

MARIO TRETO, JR.
ACTING SECRETARY

CECILIA ABUNDIS
ACTING DIRECTOR

The official status of this license can be verified at www.idfpr.com

16169964

Cut on Dotted Line


State of Illinois
Department of Financial and Professional Regulation
Division of Professional Regulation

LICENSE NO. 062.060331

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES: 11/30/2023

LICENSED PROFESSIONAL ENGINEER

MARY E CAVE

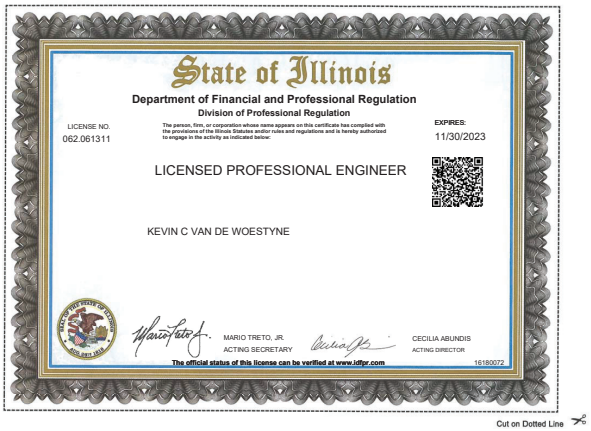
MARIO TRETO, JR.
ACTING SECRETARY

CECILIA ABUNDIS
ACTING DIRECTOR

The official status of this license can be verified at www.idfpr.com

16296556

Cut on Dotted Line


State of Illinois
Department of Financial and Professional Regulation
Division of Professional Regulation

LICENSE NO. 062.061311

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES: 11/30/2023

LICENSED PROFESSIONAL ENGINEER

KEVIN C VAN DE WOESTYNE

MARIO TRETO, JR.
ACTING SECRETARY

CECILIA ABUNDIS
ACTING DIRECTOR

The official status of this license can be verified at www.idfpr.com

16180072

Cut on Dotted Line

On-Going Community Development Assistance

We understand that the City of St. Charles is also seeking to augment and supplement City staff at different times on an "as needed" or project-specific basis. TEG offers "as needed" or "on call" services to the Village of Lombard, Village of Channahon, Village of Indian Head Park, Hanover Township, and Winfield Township at fixed hourly billing rates for plan review and construction inspection services under various master services contracts. We encourage you to call upon our references where our proposed team members have obtained applicable experience in similar roles.

Given our role in multiple communities of various sizes, we understand the wide range of services that the City may face and the importance of accepting project management responsibility at all levels. We also understand the fluctuations in workload and the volume and timing of construction work. TEG can offer efficiency by utilizing municipal staff from our Aurora office or West Chicago satellite office. Our Municipal Department also includes staff certified as ISA certified arborists, electrical engineer, and more.

TEG currently provides on-call civil engineering services for the City of West Chicago and has been an extension of the City's staff since 2008. Thomas Engineering Group provides comprehensive design, planning, estimating, and conditional ratings upon request for various proactive Capital Improvement Programs including annual roadway resurfacing, roadway rehabilitation, crack sealing, traffic calming, sidewalk maintenance, pavement marking, and signing plans. Work includes:

- Securing all applicable permits needed from State, Local and Federal agencies
- Serving as the City's engineering liaison on contractual issues during construction providing construction observation and contract administration for all CIP surface and infrastructure improvements
- Inspecting public and private construction projects (sanitary sewer service, storm sewer service, water service, site grading, pavements, etc.) for compliance with approved engineering plans and acceptable construction practices
- Performing review of private utility permit applications in accordance with the local ordinance and written utility requirements, including engineering plans and agreements, for proposed underground and overhead utility improvements and relocations in the City
- Researching and identifying participating funding through regional and state jurisdictions
- Developing comprehensive punch lists for residential and commercial developments in accordance with all local ordinances and standard engineering practices

Sample Review #1

VILLAGE OF CHANNAHON
24555 S. NAVAJO DRIVE • CHANNAHON, ILLINOIS 60410•
(815) 467-6644 • FAX (815) 467-9774 • www.channahon.org

TO: **Tom Scofield, W.O. Phase 2 Development, LLC, Brian Hertz, MG2A**

FROM: **Karen A. James, Planner**

CC: **Michael C. Petrick, Director of Community Development & Information Systems; Ed Dolezal, Director of Public Works; Donald Kinzler, Engineering Project Manager; Gabe Zavala, Engineering Technician**

DATE: **June 3, 2021**

SUBJECT: **Whispering Oaks Unit 2 – Final Engineering Review 1**

The Village of Channahon has received the following:

- *Site Improvement Plans* prepared by MG2A, dated April 22, 2021
- *Stormwater Management Report* prepared by MG2A, dated April 22, 2021
- *Pavement Design Calculations* prepared by MG2A, dated April 22, 2021

Please provide a written response to these comments (including VOC comments), (2) two full-size hard copies and electronic copies of all site plans as well as all other materials submitted for review with an identical submittal to Mary Cave, P.E. at Thomas Engineering Group. **Electronic submittals should include all plans, documents, correspondence and response letter.**

Based upon village review of the submitted materials, we offer the following comments:

General

1.1 Provide submittal revision dates on the Title Sheet and sheets which include revision(s) from previous submittals. Revisions which were not generated from Village review comments must be called out.

1.2 All plan elevations shall be on NAVD88 datum, not NAVGD29.

1.3 Identify the benchmarks on all sheets showing said benchmarks. When shown, they are not identified as such.

1.4 Provide a subsurface drainage system evaluation for the site. Though the Village does not recommend a specific business for this work, Huddleston McBride is most commonly used. Final engineering will not be approved prior to this comment being addressed.

1.5 Submit an Engineer's Opinion of Construction Cost for these improvements.

1.6 Provide a copy of the IEPA Notice of Intent (NOI) ILR10 Permit Application, including copies of IHPA and Endangered Species determinations. The executed ILR10 permit is required prior to any construction activities.

1.7 Provide IEPA water and sanitary construction permit applications for the project. Executed construction permits are required prior to watermain or sanitary sewer construction activities.

1.8 Confirm that the recorded HOA documents make the HOA responsible for detention basin and maintenance per Will County Stormwater Management Ordinance Sec. 602(b) and (c).

1.9 Provide for funding of long-term maintenance of stormwater facilities per Will County Stormwater Management Ordinance Sec. 605.

1.10 Provide project specifications on plans for materials and construction review using appendices provided in Ch 154 of Village Ordinance. It is recommended you copy and paste to save review time. The text cannot be altered, but sections not applicable to the site can be struck through.

1.11 Please at least slightly reduce the proposed line and text weight throughout plan views to make them more legible. Also make fire hydrant icons much smaller.

1.12 Access is needed to the existing U-1 detention basin outfall and weir. Provide a 15 ft outlot with Municipal Stormwater Detention Easement along the north rear property line of Lots 93-95. The outlot should be deeded to the Homeowners Association.

1.13 Revise the easement call-out on Outlot 164 to Municipal Stormwater Detention Easement.

1.14 Change name of Blue Ash Court on all necessary sheets and the Final Plat.

1.15 Show anticipated locations for free-standing centralized mailboxes (Cluster Box Units) to confirm no conflict with utilities and intersections/driveways. Contact the Channahon Post Office for location and quantity design guidelines.

1.16 Given that the wetland within Outlot 163 has had twelve (12) years to further mature and residents now occupy the adjacent lots to the east, it is strongly emphasized to not alter the grading within the area of the wetland and leave the wetland alone as much as possible. Provide seed mix information and maintenance plans for the areas that must be altered.

1.17 For future units, islands within the cul de sacs should be platted as outlots to be deeded to and maintained by the Homeowners Association. The outlots/cul de sac islands must be covered by PUDE.

Improvement Plans

2. Title Sheet and General Notes– Sheet C1

2.1 Provide benchmarks on NAVD88 datum. Benchmarks must be located so as to be considered permanent. If either of the sanitary manholes listed as benchmarks will be disturbed by U-2 construction, they may not be used as benchmarks.

2.2 Submitted benchmarks are identical to those on U-1 final engineering plans. Verify these elevations are current.

2.3 Provide required signatures on the Drainage Statement.

2.4 Several symbols are missing in the Legend. Provide all symbols and confirm that no others should be added.

2.5 Provide the different existing contour line types in the Legend.

2.6 Provide the names and addresses of record for the land owner.

2.7 Provide the names and addresses of record for the applicant or identify that the land owner is also the applicant.

2.8 Identify Don Kinzler as the Village of Channahon contact using Village address and general phone number.

2.9 Provide the seal and signature of the Design Engineer.

3. Final Plat – Sheet C2 and C3

3.1 Identify the Point of Beginning on the Final Plat.

3.2 Provide dimension for the portion of Outlot 163 adjacent to Lot 162.

3.3 Identify Outlot 163 as a Municipal Stormwater Detention Easement.

3.4 Clearly show Snow Storage Easement lines.

3.5 A rear yard public utility and drainage easement is needed between Lots 155 and 156.

3.6 Increase the PUDE to 15 feet where property lines are adjacent to outlots or other parcels without adjacent PUDE, and which are unlikely to have a PUDE in the future. (South side yard and rear yard for Lot 149, south rear yard and east side yard for Lot 162)

3.7 Provide information in the Final Plat Legend for found or set pins and monuments. The square monument symbol is not listed in the key.

3.8 Provide the line type for proposed easements and setback lines in the Final Plat Legend.

3.9 Show all pins to be set on the Final Plat.

3.10 Remove reference to easements not used on this plat, e.g. D.E., N.A., A.E.

3.11 Identify the start and stop of each measurement along curves of streets, ex: What curve does L=48.09 in Lot 152 refer to?

3.12 The bearing is needed for the rear yard of Lot 149.

3.13 Show ROW dimension for Old Kerry Grove Road and Justin Drive to the centerline.

3.14 Remove the separate SCHOOL DISTRICT CERTIFICATE. This information is provided in the Village's OWNERSHIP CERTIFICATE. The Elementary school district is Minooka #201, not Channahon.

3.15 Use/add attached Village specific provisions to the Final Plat.

3.16 Revise the County 9-1-1 Certificate to reflect Will County (Will County 9-1-1 covers the entirety of Channahon).

3.17 Provide or replace the following certifications with those provided at the end of this review:

SURVEY CERTIFICATION

CERTIFICATE OF OWNERSHIP

MORTGAGEE CERTIFICATION (IF APPLICABLE)

GUARANTEE OF IMPROVEMENTS (does not reference engineering plans)

MAIL TO (required on all plats)

3.18 Remove Grundy County Recorder's Certificate, as they have indicated they do not need it.

3.19 Change the Address of Lot 160 to 26520 S Settlers Court.

3.20 Removal Old Kerry Grove address alternatives from the Address Table for Lots 155 and 156. The houses should front on Justin Drive and Settlers Court, but may have the option for a sideloaded garage to Old Kerry Grove.

3.21 Widen the extension of Outlot 163 adjacent to Lot 162 to 20'.

4. Existing Conditions – Sheet C4

4.1 Provide a note stating when existing conditions data was surveyed. All existing conditions data, including benchmarks and utilities, must be current.

4.2 Provide a legend for contour line types and other symbols used on this sheet.

4.3 Show all existing water main, sanitary main, services for both, and storm sewer constructed with U-1.

- It is the Village's understanding the full watermain loop around Settlers Ct was constructed.
- Two sanitary service connections are shown between San MH-2 and San MH-40, on asbuilt televising reports. One east facing service at 99.70 ft from San MH-2; one west facing service at 102.90 ft. Proposed engineering indicated a service connection for lot 157 from San MH-40.
- Two sanitary service connections are shown between San MH-4 and San MH-22. One east facing service at 99.90 ft from San MH-4; another east facing service at 184.10 ft.
- It is therefore presumed water services were also constructed to lots on Settlers Court.

Show sanitary services as described. Survey for water service valve boxes and sanitary MH service connections. Also show and incorporate these services into plan & profile and utility plan sheets.

4.4 Show existing sidewalk along Old Kerry Grove Rd.

4.5 Provide the required existing topographic survey data extending a minimum distance of 100-ft beyond the parcel boundaries; include the existing wetland area with callout for water surface elevation when surveyed. Remove proposed contours from Pond B.

4.6 Show offsite surveyed spot grades taken to verify existing grading beyond property boundaries.

4.7 Show any existing pins or monuments along the north side of the proposed development.

4.8 Provide a wetland jurisdictional determination for Outlot 163. If it is jurisdictional, provide a wetland delineation.

5. Stormwater Pollution Prevention Plan – Sheet C5

5.1 Provide specifications for dust control during construction.

5.2 Provide a location(s) for the temporary concrete washout.

5.3 Provide a detail for temporary inlet protection.

5.4 Provide inlet protection for the existing manhole southwest of Storm Structure F7.

5.5 Provide erosion control for the area disturbed during storm sewer construction to the existing detention basin. (From Storm Structure B3)

5.6 Sump discharge stubs to detention ponds or wetland areas must outfall 1 ft above normal water level or dry pond bottom with geofabric and rip-rap from outfall to NWL or dry pond bottom for permeant erosion control.

5.7 Add a dimension for the Stabilized Construction Entrance (IL-630) apron length. The minimum length shall be as needed but not less than 70-feet.

5.8 Provide an NPDES Permit Inspector Certification with the following certification block, name, address, 24 hr. telephone contact and signature line for the NPDES Permit Inspector:

NPDES PERMIT INSPECTOR CERTIFICATION

I HEREBY CERTIFY UNDER PENALTY OF LAW THAT I UNDERSTAND THE TERMS AND CONDITIONS OF THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT FOR THIS SITE WHICH AUTHORIZES STORM WATER DISCHARGES ASSOCIATED WITH CONSTRUCTION ACTIVITIES. I FURTHER ACCEPT LEGAL RESPONSIBILITY FOR INSPECTION AND MAINTENANCE OF ALL EROSION AND SEDIMENT CONTROL MEASURES AS PERTAINS TO SAID NPDES PERMIT BEGINNING WITH INITIAL SITE DISTURBANCE AND ENDING WHEN THOSE MEASURES ARE NO LONGER NECESSARY AS PROVIDED IN THE NPDES PERMIT AND VERIFIED BY THE VILLAGE OF CHANNAHON. NO OTHER NOTE OR PROVISION IN THE ASSOCIATED STORMWATER POLLUTION PREVENTION PLAN, FINAL ENGINEERING PLANS, OR OTHER DOCUMENT ELIMINATES THIS RESPONSIBILITY.

6. Plan and Profile Sheets – Sheets C6-C12

6.1 Provide 4 four-inch PVC conduits to accommodate public utility road crossings (ComEd, AT&T, Comcast, etc.).

6.2 Show valve vaults and fire hydrants in profile view. Effort should be made to locate fire hydrants at high points in watermain.

6.3 Provide structure data in plan views for sanitary and water structures.

6.4 Provide material, diameter, length and slope data in plan view for all storm and sanitary pipe.

6.5 Provide invert elevations for sump discharge connections to structures, and at outfall elevations to landscape areas.

6.6 All water and sanitary service connections must be perpendicular to the main, except where unavoidable, terminate at 6.5 ft from the front property line; and be located 5 ft left of lot center (sanitary) and right of lot center (water), or either can be ≤ 5 ft from side property lines. Where sanitary main is < 8 ft from the ROW, service ends should be shown not more than 2 ft past ROW boundary.

6.7 Sanitary services shall not connect to manholes, except at the end of cul-de-sacs. Where services connect to manholes, provide the service stub invert elevation which cannot be greater than 2.0 ft above mainline pipe invert.

6.8 Call out design watermain elbows where shown, or where the radius of the main exceeds ductile iron pipe manufacturers recommendations.

6.9 Call out casing pipe or watermain quality storm sewer pipes to be used where storm sewers cross over watermains.

6.10 Please evaluate the sizes of storm structures throughout the project. There is only 1-6' manhole called out, yet there are several structures with pipes over 21".

6.11 Remove all reference to IDOT frames or grates. All structure castings must be EJIW per Village Ordinance. Update callouts on each P&P sheet.

6.12 Add a note that specifies if the storm sewer structure rim elevations listed are top of curb or edge of pavement.

6.13 Provide distance between top and bottom of crossing pipes in Utility Crossing Tables; provide storm sewer pipe diameters. Asterisk crossings which require lowering of watermain; provide a note for referencing a watermain lowering detail to be added to a Details sheet.

6.14 Call out requirement for rebar in curb at all trench crossings and extending 2 ft beyond trench, and a minimum of 10 ft long.

6.15 Provide a designed vertical curve where gradient changes exceed 1.0%, i.e. end of Twinleaf Ct.

6.16 Provide centerline angles for all proposed intersections.

6.17 Provide dimensions for roadway design that are not a part of the typical cross section. For example, cul-de-sac radii and intersection corner radii.

6.18 Do not show sidewalk linework across road pavement.

6.19 Show snow removal easement boundaries, even those not being platted at this time.

6.20 Show proposed grading contours; remove existing contours from within site boundaries.

6.21 Call out mitigation of existing subsurface drainage systems found onsite. Mitigation may include removal of non-active tiles or those draining offsite, tie-in to proposed storm sewer structures, rerouting around site, etc.

6.22 On Sheet C6, the existing sanitary sewer size is shown at 6". This is below the minimum size of 8". Previous Whispering Oaks Plans indicated this pipe's proposed size was 8". Please Confirm what the true size is.

6.23 On Sheet C6, provide existing invert data for the existing manhole at the northwest corner of Old Kerry Grove Road and Settlers Court.

6.24 On Sheet C6, call out to adjust or reconstruct the existing manhole, as applicable per IDOT specs, that is on the west side of Settlers Court. It is shown below grade and will need to be raised.

6.25 On Sheet C6, identify the location where the proposed storm sewer from Structure C10 will connect to the existing storm sewer to the north. In addition, call out FES to be removed.

6.26 On Sheet C6, Storm Structures C18 and C19 shall use open castings, not closed lids.

6.27 On Sheet C6, Label utility crossings CR-28 and CR-29.

6.28 On Sheets C7 and C11, provide a sidewalk crossing across Cache Isle Circle from the east side of Redbud Ct to Lot 114 and as close as possible to Lot 115, and from the south side of Twinleaf Ct to Lot 119.

6.29 On Sheet C7, Structure F1.2 is called out as an Inlet, Type A6 and should be Type A.

6.30 On Sheet C7, Structure D9.3 is identified as an Inlet, Type A and should be a Catch Basin, Type C.

6.31 On Sheet C7, identify the casting number for Structure D9.3.

6.32 On Sheet, C8, Structures B4.1 and C6.3 should be Catch Basins, Type C.

6.33 On Sheet C8, Structure B3.3 is identified as an Inlet, Type A and should be a Catch Basin, Type C.

6.34 On Sheet C8, Structure B5.6 must be a 4 ft structure (minimum) or 5' due to multiple connecting RCP storm sewer and the angle of the pipe openings.

6.35 On Sheet C8, include an intersection station equation for Cache Isle Circle and Twinleaf Court.

6.36 On Sheet C8, Structures B3, B3.1, B4, and C6 shall use open castings, not closed lids.

6.37 On Sheets C8 & C11, the Village has been given no schedule for park path construction or an understanding of who is responsible to construct it. Provide typical sidewalk along Justin Dr and Cache Isle Circle.

6.38 On Sheet C9, storm sewer and sanitary sewer should both fit in the Bluebell Ct parkway per Village typical road section. Make this adjustment.

6.39 On Sheet C9, provide pipe information between Structures D30-D31 and D31-D32.

6.40 On Sheet C9, Structures D12.1, D12.4, D13.2, and D16 are identified as an Inlet, Type A and should be a Catch Basin, Type C.

6.41 On Sheets C9 & C12, both the Blue Ash Ct/Bluebell Ct (STA 11+99.20) and Justin Dr (STA ±17+50.00) road profiles indicate a low point in the middle of the intersection. Provide detailed grading to verify runoff flows to nearby curb and storm structures. Provide ≥ 2.0% slopes from all center line crowns and/or ≥ 1.0% for pavement flowlines where one road meets the other.

6.42 On Sheet C10, provide information on the existing manhole that the pipe from Structure F7 will tie into. Include structure size, pipe inverts, and casting type.

6.43 Utility crossing CR-10 on Sheet C10 is incorrectly identified with the sanitary shown as the top utility. Please correct.

6.44 On Sheet, C10, Structure D25.3 can be an Inlet, Type A.

6.45 On Sheet C10, Structure B2 shall use an open casting, not closed lid.

6.46 On Sheet C11, a double line is shown for the storm sewer pipe between C6 and B73.

6.47 On Sheet C11, Structure C6.3 is identified as an Inlet, Type A and should be a Catch Basin, Type C.

6.48 On Sheet C11, include callouts for all existing storm structures and pipes from B73.4-B73. Include structure type, sizes, pipe inverts, pipe sizes, and pipe lengths.

6.49 On Sheet C11, the existing sanitary sewer size is shown at 6". This is below the minimum size of 8". Previous Whispering Oaks Plans indicated this pipe's proposed size was 8". Please confirm the true size is.

6.50 On Sheet C11, all out to adjust or reconstruct the existing manhole, as applicable per IDOT specs, that is on the west side of Justin Drive. It is shown below grade and will need to be raised.

6.51 On Sheet C11, Structure C6 shall use an open casting, not closed lid.

6.52 On Sheet C11, call out connection of proposed sidewalk to existing sidewalk at end of Justin Dr.

6.53 On Sheet C12, call out connection of proposed sidewalk to existing sidewalk at end of Justin Dr.

6.54 On Sheet C12, the intersection station equation is incorrectly identified as Old Kerry Grove Road; the Justin Dr station should be approximately 17+50; the Blue Ash Ct station should be approximately 11+99.

6.55 On Sheet C12, identify the casting number for Structures D9.1, D9.2, and D9.3.

6.56 On Sheet C12 or C15, provide information on the connection of proposed Justin Dr to existing Justin Dr. Callout connections for pavement, sidewalk and watermain.

6.67 Change bike path on the Park Lot to 5' sidewalk within the right of way. (Illustrated on C5, C8, C13, and C15).

7. Grading Sheets – Sheets C13-C14

7.1 Proposed 1 ft contours crossing site perimeter boundaries must connect to existing contours at the property line. No contours, existing or proposed, can end in space or tee into another contour. Add more contour labels.

7.2 Provide rim elevations for all structures, including. invert elevations for sump discharge connections to structures, and all outfall elevations to landscape areas.

Sample Review #1

7.3 All runoff from the site, whether through storm sewer, swales or overland flood routes, must be tributary to this development's detention ponds. Proposed contours and a lack of off-site topography do not confirm this is happening, especially around the perimeter of the site. Provide sufficient grading detail to verify all runoff complies with this comment.

7.4 Provide drainage slope data for landscape areas along property lines including one side and rear yard property line slope where a uniform grade is used, between grade changes, from high points to structures, etc. Side and rear yard drainage slopes should be ≥ 1.0%, though some lesser slopes may be allowed where 1.0% cannot reasonably be achieved.

7.5 Some side property line grades are arrowed to indicate a highpoint where none exists. Side yard spot grade should be shown at high points where applicable, or at mid-point of a uniform slope from back to front or vice versa.

7.6 Where lots are graded to drain from rear property lines to the front of the lot, provide additional spot grades to indicate drainage splitting around the house from center of lot to side yard swales, i.e. horseshoe drainage.

7.7 Show overland flood route arrows only at points where one inlet tributary area overtops to the next.

7.8 There appears to be some rear yard drains that are at a higher elevation than the proposed grading plan. Correct these.

7.9 Provide detailed grading at all intersections to verify runoff flows to nearby curb and storm structures. Provide ≥ 2.0% slopes from all center line crowns and/or ≥ 1.0% for pavement flowlines where one road meets the other.

7.10 Provide center line slopes at gradient changes with spot grades at high and low points.

7.11 Provide proposed garage floor elevations, and driveway slopes from building to ROW where such slopes are < 1.0% or ≥ 6.0%.

7.12 Provide additional grading information along the south end of Pond D to determine what properties will be affected if the emergency overflow weir is used.

7.13 Provide side slope information for the Pond D detail on Sheet C14.

7.14 Show the 2-year and 100-year water elevations on the Pond D detail and in the Pond D plan view on Sheet C14. Use a different line type for the water surface elevation contours.

7.15 The 100-year HWL in Pond D on Sheet C14 does not point to the proposed contour line it is describing.

7.16 Provide the location where the pond cross section is taken from on Sheet C14.

7.17 Provide a minimum 15 ft wide access drive along the south side of Pond D from Justin Dr to 50 ft beyond the detention basin outfall. This access must be capable of supporting typical earth moving machinery such as dump trucks, backhoes, and other heavy equipment.

8. Overall Utility Sheet – Sheet C15

8.1 Provide a Utility Crossing Table on this sheet including distance between top and bottom of crossing pipes in Utility Crossing Tables; provide storm sewer pipe diameters. Asterisk crossings which require lowering of watermain; provide a note for referencing a watermain lowering detail to be added to a Details sheet.

8.2 Provide a legend that includes all symbols used.

8.3 Provide 4 four-inch PVC conduits to accommodate public utility road crossings (ComEd, AT&T, Comcast, etc.).

8.4 Call out requirement for rebar in curb at all trench crossings and extending 2 ft beyond trench and a minimum of 10 ft long.

8.5 Provide PUDE easement dimensions.

8.6 On Sheet C12 and C15, provide information on the connection of the proposed watermain at the south end of Justin Drive to the existing main.

8.7 Provide structure data for storm, sanitary and water structures.

8.8 Provide material, diameter, length and slope data for all storm and sanitary pipe.

8.9 All water and sanitary service connections must be perpendicular to the main, except where unavoidable, terminate at 6.5 ft from the front property line; and be located 5 ft left of lot center (sanitary) and right of lot center (water), or either can be ≤ 5 ft from side property lines. Where sanitary main is < 8 ft from the ROW, service ends should be shown not more than 2 ft past ROW boundary.

8.10 Sanitary services shall not connect to manholes, except at the end of cul-de-sacs. Where services connect to manholes, provide the service stub invert elevation which cannot be greater than 2.0 ft above mainline pipe invert.

8.11 Call out mitigation of existing subsurface drainage systems found onsite. Mitigation may include removal of non-active tiles or those draining offsite, tie-in to proposed storm sewer structures, rerouting around site, etc.

8.12 Provide invert elevations for sump discharge connections to structures, and at outfalls to landscape areas.

8.13 Lot 133 requires a sump pump discharge line.

9. Street Lighting and Signage Sheet – Sheets C16-17

9.1 Provide striped pedestrian crosswalks for the west, south and east legs of the Justin Dr and Old Kerry Grove Rd intersection; and the Cache Isle Circle crossing of Justin Dr.

9.2 Provide pedestrian crossing signage north and south of the Cache Isle Circle crossing for Justin Dr.

9.3 The matchline between sheets C16 and C17 is not correct. The respective improvements overlap each other.

9.4 Show 4 four-inch PVC conduits to accommodate public utility road crossings (ComEd, AT&T, Comcast, etc.). These crossings should be aligned with front yard PUDE.

9.5 Remove Legend references not used on these plans. Add YIELD sign icon.

9.6 Use a streetlight icon that shows the direction the mast arm will extend to. All streetlights will be single residential streetlights.

9.7 Remove stop bar and crosswalk pavement marking; these will not be required.

9.8 Signs on streetlights are not shown using the Legend icon.

9.9 Replace stop signs with yield signs at all intersections, except where Justin Dr and Settlers Ct connect to Old Kerry Grove Rd. Twinleaf Ct and Redbud Ct do not require egress traffic signage.

9.10 In an effort to reduce excessive lighting in residential areas, please make the following streetlight removal and location changes which the Village considers in substantial conformance to Ordinance 154, Appx I:

- Remove streetlight at corner of Old Kerry Grove and Justin Dr; there is an existing streetlight at the NW corner of the intersection.
- Remove streetlight at corner of Cache Isle Circle and Twinleaf Ct.
- Move light on Twinleaf Ct to intersection with Cache Isle Circle.
- Move light on Redbud Ct to intersection with Cache Isle Circle.
- Move light from between 132/133 to between 130/131 to avoid fire hydrant.
- Move light from between 135/136 to between 127/128 to avoid other utility structures.
- Move light from between 101/102 to between 100/101.
- Remove light from between 107/108.

9.11 Remove reference to streetlight controllers. Each streetlight must have its own disconnect per Ordinance 154 Appx I. Show proposed location of each disconnect with wire routing to the streetlight. Disconnects should be located in rear yard PUDE for anticipated ComEd power supply.

9.12 Include Electric Cable requirements in on Sheet C16 or C17 in accordance with Ordinance 154 Appendix I.A.1.d.

9.13 Identify the depth of light pole foundations in accordance with Ordinance 154 Appendix I.C.

9.14 Identify PCC strength requirements for light pole foundations in accordance with Ordinance 154 Appendix I.D.

9.15 Add Village of Channahon specifications from Chapter 154 Appendices E, F, G, H and I. Add bolded notes as follows:

FOR RESIDENTIAL STREETLIGHT IMPROVEMENTS, LED LUMINAIRES GE EVOLVE ERL1007C340EGRAYAGILR SHALL BE USED WHERE 150W LUMINAIRS ARE REQUIRED BY ORDINANCE, AND GE EVOLVE ERL1010C340DGRAYAGILR SHALL BE USED WHEN 250W LUMINAIRS ARE REQUIRED BY ORDINANCE.

10. Construction Details Sheets – Sheets C18-C19

10.1 Provide all dimensions in typical road sections as shown in the Village's typical section in ordinance. It is understood that utilities will not always be able to adhere to these dimensions, but every effort should be made to do so. The typical island should mimic the standard road cross section, though utilities can also be shown under island landscape areas.

10.2 Provide note in Curb and Gutter detail that the location of Water and Sewer services shall be stamped on the curbs.

10.3 Include reinforcement bar material requirements in details.

10.4 Provide separate trench details for water, storm and sanitary pipe. Details must include information for trench backfill and when its required.

10.5 Provide Typical Thrust Block Details from the Standard Specifications for Water and Sewer Construction in Illinois.

10.6 Revise the sanitary sewer connection detail to comply with Ordinance 154, Appx E, including, but not limited to, dimensioning the capped service stub 6.5 ft from the property line and 5 ft left of lot center, showing minimum 1.0% slope, removing cleanout, etc.

10.7 Remove the Sump Pump Connection Detail. All connections to storm sewer pipe must be made at a storm structure.

10.8 Identify that crosswalk striping is not required per the IDOT standard details except where required by other comments.

10.9 Revise typical road sections based on review comments.

10.11 Provide a watermain lowering detail.

10.12 Provide water and sewer separation detail(s).

Stormwater Management Report (SMR)

11.1 All runoff from this development, whether through storm sewer or overland flood routes, must be tributary to its detention ponds.

11.2 Provide full size exhibit sheets with all future SMR submittals.

11.3 Provide a wetland jurisdictional determination for Outlot 163. If it is jurisdictional, provide a wetland delineation.

11.4 Provide an Existing Drainage Plan showing existing drainage areas and patterns using the existing conditions topography map.

11.5 Provide a Vicinity Topographic Map per Will County Stormwater Management Ordinance (WCSMO) Section 502.3.d.

11.6 Provide a Major Stormwater System (overland flood routes) plan sheet(s) and analysis per Section 201.5 and 202.3. Include an Inundation Exhibit using the 100-yr storm with storm sewer taking only 50% of the 10 yr storm runoff (regardless of pipe capacities) and detention pond outfalls blocked. Show overland flood route

arrows at each point where one inlet tributary area overtops to the next. Provide OFR weir cross sections and calculations where a larger area overtops to the next. This includes providing data for the northeast section of Unit 1.

11.7 There seem to be discrepancies with tributary areas (8.36 ac tributary to Pond D where it appears only 7.57 ac drains to it and the original design had a drainage area of 6.64 ac). Provide a separate exhibit showing proposed drainage areas tributary to each pond using a grading plan sheet. All runoff for the site is required to go to Whispering Oaks detention ponds.

11.8 The original design for Pond D was made with a drainage area of 6.64 acres. The drainage area has now been increased to 8.36 acres. The designer shall either determine the downstream capacity of the storm sewer system in The Highlands, reduce the tributary area, or limit the release rate to what would be produced from 6.64 acres.

11.9 Provide a calculation showing that a release rate of 0.15 cfs/acre is less than the existing release rate of the drainage area to Pond D.

11.10 Per Section 203.2 of the WCSMO, the required detention volume shall be multiplied by 130%. It should also be noted the WCSMO allows methods other than the Modified Rational to calculate required stormwater detention.

11.11 According to Section 203.6.f of the WCSMO, storage facilities shall be designed so that the existing conditions pre-development peak runoff rate from the 100-year critical duration rainfall will not be exceeded assuming the primary restrictor is blocked. Provide this analysis.

11.12 Per WCSMO Section 202.4, the existing off-site outfall shall be evaluated with regard to its capacity and capability to convey site runoff. Provide this evaluation.

11.13 Provide additional grading information along the south end of Pond D to determine what properties will be affected if the emergency overflow weir is used. Include narrative describing the effects on downstream property owners. The 100-year storm Inundation Exhibit should show the extent of ponding in this area.

11.14 Provide Hydraulic Grade Line elevation for structures in storm sewer calculation spreadsheets. Provide a profile view of storm sewer which also depicts Hydraulic Grade Line.

11.15 Provide Storm Sewer Inlet capacity calculations.

11.16 There are errors in the Storm Sewer calculations. The drainage areas for B5.7-B5.6, B5.6-B5.5, B5.5-B5, B4-B3, B3.3-B3.2 are incorrect. This affects flow calculations for the run from B1-B5. Please revise.

11.17 Provide elevation-discharge data, and calculations specifically related to the outlet control structure depicted in the plan.

11.18 Per Section 600 of the WCSMO, provide a plan for the long-term management, operation and maintenance of the stormwater drainage system and a description of the sources of funding. The maintenance program for permanent stormwater management facilities shall describe maintenance tasks, schedule, and identification of responsible entities for maintenance activities.

11.19 Provide a Scheduled maintenance program for permanent stormwater facilities including BMP measures. (WCSMO Section 502.3.b)

11.20 Provide a planned maintenance tasks and schedule. (WCSMO Section 502.3.b)

11.21 Provide a list of maintenance tasks and schedule for sediment/erosion control measures. (WCSMO Section 502.3.c)

11.22 Provide identification of entities responsible for maintenance. (WCSMO Section 502.3.b)

11.23 Provide a minimum 15 ft wide access drive along the south side of Pond D from Justin Dr to 50 ft beyond the detention basin outfall. This access must be capable of supporting typical earth moving machinery such as dump trucks, backhoes, and other heavy equipment.

Pavement Design Calculations

12.1 Provide soil borings and analysis for roadway areas. Analysis must extend to 5 ft below applicable proposed sub-grade elevations.

12.2 Per Don Kinzler's email to Tom Scofield 04-14-21:

Submit a pavement design per Village ordinance and IDOT standards including, but not limited to: soil testing to determine sub-base stabilization design; determination of road classifications; use mechanistic design; etc.

Excerpt from Ordinance 154.65:

(B) All unsuitable sub-base material shall be removed and replaced with stable, compacted material in conformance with generally accepted engineering practices.

(1) Soil test reports are to be submitted to the Village Engineer at the time of plan submittal.

(2) Subgrade stability improvements will be required for soils with an IBR less than 6.

(C) Vertical Curves…

(D) All pavement thicknesses, including surface, base courses and sub-base courses, shall be designed in accordance with the Illinois Department of Transportation standards.

(1) The minimum thicknesses for Class IV streets shall be as specified in Appendix C.

(2) Proof roll of the sub-base and base course shall be conducted; and densities of the sub-base, base course, binder course and surface course of all streets shall be field-verified during construction with nuclear methods by a village-employed testing service, in accordance with the provisions set forth in § 154.76 of this chapter.

(E) (1) Class III streets require design data to be submitted to the Village Engineer at the time of plan submittal, and shall always meet or exceed the minimum requirements in Appendix C.

(2) However, alternate materials may be considered by the Planning and Zoning Commission, if recommended by the Village Engineer, if structurally equal:

(a) Standard reinforced, portland cement concrete pavement, having a uniform thickness of eight inches. Concrete for such pavement shall conform to the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction; and

(b) Five-inches-thick, bituminous- aggregate-mixture base course, a wearing surface of bituminous concrete binder, and a surface course having a minimum compacted thickness of three inches. Bituminous pavement shall conform to the Illinois Department of Transportation Standard Specifications for Road and Bridge Construction.

Landscape Plan

13.1 Provide seed mix information for Pond D on the appropriate Sheet.

13.2 A simple landscape plan meeting the requirements of Municipal Code 158.36(F)(1)(d) for perimeter landscaping of Pond D must be submitted in conjunction with the Final Plat for that unit.

13.3 The extensive trees along the west property line of the development should be assessed for health and species. Should any trees need to be removed for subdivision development or construction of a home, trees determined to be preservation species as identified in Municipal Code Chapter 158 must be replaced per ordinance requirements. Staff must approve all removals and corresponding replacements PRIOR to removal of any tree. A note to this effect shall be added to the site improvement plans.

13.4 The extensive trees along the west property line of the development should be assessed for health and species. Should any trees need to be removed for subdivision development or construction of a home, trees determined to be preservation species as identified in Municipal Code Chapter 158 must be replaced per ordinance

requirements. Staff must approve all removals and corresponding replacements PRIOR to removal of any tree. A note to this effect shall be added to the site improvement plans.

PUBLIC UTILITY EASEMENT PROVISIONS

An easement for serving the subdivision and other property with electric, communications, natural gas and cable television services is hereby reserved for and granted to;

Commonwealth Edison Company, Nicor Gas, AT&T, Inc., Applicable Cable Television Company, and Telecommunications Companies ("Grantees")

their respective licensees, successors and assigns, jointly and severally, to construct, operate, repair, maintain, modify, reconstruct, replace, supplement, relocate and remove, from time to time, poles, guys, anchors, wires, cables, conduits, manholes, transformers, pedestals, equipment cabinets or other facilities used in connection with overhead and underground transmission and distribution of electricity, communications, sounds and signals, and underground transmission and distribution of natural gas in, over, under, across, along and upon the surface of the property shown within the dashed or dotted lines (or similar designation) on the plat and marked "Public Utility Easement", "P.U.E.", "Public Utility & Drainage Easement" or "P.U.D.E.", the property designated in the Declaration of Condominium and/or on this plat as "Common Elements", and the property designated on the plat as "common area or areas", whether public or private, together with the right to install required service connections over or under the surface of each lot and common area or areas to serve improvements thereon, or on adjacent lots, and common area or areas, the right to cut, trim or remove trees, bushes, roots, saplings and to clear obstructions from the surface as may be reasonably required incident to the rights herein given, and the right to enter upon the property for all such purposes. Obstructions shall not be placed over Grantees' facilities or in, upon or over the property within the dashed or dotted lines (or similar designation) marked "Public Utility Easement", "P.U.E.", "Public Utility & Drainage Easement" or "P.U.D.E." without the prior written consent of Grantees. After installation of any such facilities, the grade of the property shall not be altered in a manner so as to interfere with the proper operation and maintenance thereof.

The term "Common Elements" shall have the meaning set forth for such term in the "Condominium Property Act", Chapter 765 ILCS 605/2(e), as amended from time to time.

The term "common area or areas" is defined as a lot, parcel or area of real property, the beneficial use and enjoyment of which is reserved in whole as an apportionment to the separately owned lots, parcels or areas within the planned development, even though such be otherwise designated on the plat by terms such as "common elements", "open space", "open area", "common ground", "parking" and "common area". The term "common area or areas" and "Common Elements" include real property surfaced with interior driveways and walkways, but excludes real property physically occupied by a building, Service Business District or structures such as a pool, retention pond, or mechanical equipment.

Relocation of facilities will be done by Grantees at cost of Grantor/Lot Owner, upon written request.

MUNICIPAL STORMWATER DETENTION EASEMENT PROVISIONS

All easements indicated as "Municipal Stormwater Detention Easement" on this plat are hereby reserved for and granted to the Village of Channahon ("Grantee") and to their successors and assigns, upon, across, over, under and through said easements for the purpose of installing, constructing, inspecting, operating, replacing, reviewing, altering and enlarging, removing, repairing, cleaning and maintaining stormwater detention facilities, storm sewer, overland drainage, and without limitation, such other installation as may be required to furnish the storage/free flow of stormwater, and such appurtenances and additions thereto as said Grantee may deem necessary, together with the right of access over, upon or across the lots and real estate on this plat for the necessary men and equipment to do any and all of the above work.

The right is also hereby granted to said Grantee to cut down, trim, or remove any trees, shrubs, or other plants that interfere with the operation of or access to said sewers, overland drainage areas, stormwater detention facilities or, without limitation, utility installations in, on, upon or across, under or through said Easements. No buildings or trees

Sample Review #1

shall be placed on said Easements, but same may be used for gardens, shrubs, landscaping, and other purposes that do not then or later interfere with the aforesaid uses and rights.

Each owner or subsequent purchaser shall be equally responsible for maintaining the easement and shall not destroy or modify grades or slopes without having first received written approval of the Grantee. In the event any owner or subsequent purchaser fails to properly maintain the easement, the Grantee shall upon 10 days prior written notice, reserve the right to perform, or have performed on its behalf, any maintenance work to or upon the easement reasonably necessary to ensure adequate stormwater storage and the free flow of stormwater through the easement area.

In the event the Grantee shall be required to perform, or have performed on its behalf, any maintenance work to or upon the easement, the cost together with an additional sum of ten percent (10%) of said cost of completion of the work constitutes a lien against any lot or lots created by this plat which may require maintenance. The lien may be foreclosed by any action brought by or on behalf of the Grantee.

Except in cases of emergency, all other public utility installations within this easement are subject to the prior approval of the Grantee so as not to interfere with Grantee owned utilities, or adversely affect the storage/free flow of stormwater.

SURVEY CERTIFICATION:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I,_____, A PROFESSIONAL LAND SURVEYOR IN THE STATE OF ILLINOIS, DO HEREBY CERTIFY THAT, UNDER THE DIRECTION OF THE OWNER THEREOF, I HAVE SURVEYED, SUBDIVIDED AND PLATTED INTO (#LOTS) (#STREETS)_____, THAT PART OF THE (QUARTER SECTION, SECTION, TOWNSHIP, RANGE)_____OF THE _____ PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS:

(PIN)

(LEGAL DESCRIPTION) containing _____ acres more or less.

I DO FURTHER CERTIFY THAT:

1. THE ACCOMPANYING PLAT IS A TRUE AND CORRECT REPRESENTATION OF SAID SURVEY AND SUBDIVISION AS MADE BY ME.

2. (FLOOD HAZARD STATEMENT)

3. THE PROPERTY OR PLAT IS SITUATED WITHIN THE CORPORATE LIMITS OF THE VILLAGE OF CHANNAHON.

4. THAT ALL REGULATIONS ENACTED BY THE SUBDIVISION AND PLAT ORDINANCE OF THE VILLAGE OF CHANNAHON HAVE BEEN COMPLIED WITH IN THE PREPARATION OF THIS PLAT.

5. ALL DIMENSIONS ARE GIVEN IN FEET AND DECIMAL PARTS THEREOF AND ARE CORRECT AT 65 DEGREES FAHRENHEIT.

6. 9/16-INCH-BY-30-INCH IRON RODS SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.

DATED AT _____, ILLINOIS THIS _____ DAY OF _____, 20___, A.D.

_____
ILLINOIS REGISTERED LAND SURVEYOR NO._____

(SEAL)

CERTIFICATE OF OWNERSHIP:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

THIS IS TO CERTIFY THAT _____ (AND _____,) IS (ARE) THE OWNER(S) OF THE LAND DESCRIBED IN THE FOREGOING CERTIFICATE, AND HAVE CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED, AS INDICATED ON THE PLAT, FOR THE USES AND PURPOSES THEREIN SET FORTH, AND THAT THE SAME ABOVE DESCRIBED PROPERTY IS LOCATED IN SCHOOL DISTRICT(S) _____, AND THAT I (WE) HEREBY ACKNOWLEDGE AND ADOPT THE SAME UNDER THE STYLE AND TITLE THEREON INDICATED, AS MY (OUR) OWN FREE AND VOLUNTARY ACT AND DEED.

BY: _____ BY: _____
OWNER OWNER
OWNER Address: OWNER Address:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT _____(AND _____), PERSONALLY KNOWN TO ME TO BE THE SAME PERSON(S) WHOSE NAME(S) IS (ARE) SUBSCRIBED TO THE ABOVE CERTIFICATE, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT HE (SHE, THEY) SIGNED THE ABOVE CERTIFICATE AS HIS (HER, THEIR) OWN FREE AND VOLUNTARY ACT AND DEED FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS ___DAY OF _____ A.D. 20___ .

_____ (SEAL)

NOTARY PUBLIC

(Add additional CERTIFICATE OF OWNERSHIP signature blocks as applicable)

CERTIFICATE OF OWNERSHIP OF PROPERTY UNDER TRUSTEESHIP:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

THIS IS TO CERTIFY THAT _____ AS TRUSTEE ON PROVISION DATED _____ AND KNOWN AS TRUST NO. _____ IS THE HOLDER OF RECORD TITLE TO THE PROPERTY DESCRIBED IN THE PLAT, AND HAS CAUSED THE SAME TO BE SURVEYED AND SUBDIVIDED AS SHOWN ON THE PLAT, FOR THE PURPOSES THEREIN SET FORTH AS ALLOWED BY THE STATUTE, AND THAT SAID _____ , NOT PERSONALLY BUT AS TRUSTEE, DOES HEREBY ACKNOWLEDGE THAT THE SAME ABOVE DESCRIBED PROPERTY IS LOCATED IN SCHOOL DISTRICT(S) _____ AND ADOPT THE SAME UNDER THE STYLE AND TITLE HEREON SHOWN.

DATED THIS ___DAY OF _____, 20__, A.D.

BY: _____ BY: _____
TRUST OFFICER TRUST OFFICER

TRUST OFFICER Address: TRUST OFFICER Address:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, _____, A NOTARY PUBLIC IN AND FOR SAID COUNTY AND STATE, DO HEREBY CERTIFY THAT _____ (AND _____) , TRUST OFFICER(S) PERSONALLY KNOWN TO ME TO BE THE SAME PERSON(S) WHOSE NAME(S) ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY SIGNED AND DELIVERED THE FOREGOING INSTRUMENT AS THEIR OWN FREE AND VOLUNTARY ACT OF THE _____ , AS TRUSTEE AFORESAID, FOR THE USES AND PURPOSES SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS ___DAY OF _____ A.D. 20 ___ .

_____ (SEAL)

NOTARY PUBLIC

MORTGAGEE CERTIFICATION (IF APPLICABLE):

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

_____(BANK), AS MORTGAGEE UNDER THE MORTGAGE RECORD AS DOCUMENT NO. _____ DATED _____, HEREBY CONSENT TO THE RECORDING OF THE SUBDIVISION HEREIN SHOWN.

DATED AT _____, ILLINOIS, THIS ___ DAY OF _____, 20 __, A.D.

BY: _____
ITS DULY AUTHORIZED OFFICER

ATTEST: _____
ITS DULY AUTHORIZED OFFICER

MORTGAGEE Address:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

I, THE UNDERSIGNED, A NOTARY PUBLIC, IN AND FOR SAID COUNTY, IN THE STATE AFORESAID, DO HEREBY CERTIFY THAT _____, PERSONALLY KNOWN TO ME TO BE THE _____OF _____WHO IS THE MORTGAGEE, AND PERSONALLY KNOWN TO ME TO BE THE SAME PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE FOREGOING INSTRUMENT, APPEARED BEFORE ME THIS DAY IN PERSON AND SEVERALLY ACKNOWLEDGED THAT AS SUCH _____AND_____, THEY SIGNED AND DELIVERED THE SAID INSTRUMENT AS _____AND _____TO BE AFFIXED THERETO, PURSUANT TO AUTHORITY GIVEN BY THE BOARD OF DIRECTORS OF SAID _____AS THEIR FREE AND VOLUNTARY ACT, AND AS THE FREE AND VOLUNTARY ACT AND DEED OF SAID _____FOR THE USES AND PURPOSES THEREIN SET FORTH.

GIVEN UNDER MY HAND AND NOTARIAL SEAL THIS ___DAY OF _____, 20__.

_____ (SEAL)

NOTARY PUBLIC

GUARANTEE OF IMPROVEMENTS:

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

THIS IS TO CERTIFY THAT PROVISIONS HAVE BEEN MADE IN ACCORDANCE WITH THE SUBDIVISION SITE PLAN REQUIREMENTS FOR THE GUARANTEE OF PERFORMANCE IN THE CONSTRUCTION OF THE FOLLOWING IMPROVEMENTS. (LIST IMPROVEMENTS or NAME OF ENGINEERING PLANS)

ATTEST: _____ BY: _____
VILLAGE CLERK VILLAGE ENGINEER

DATE _____ DATE _____

MAIL TO:

VILLAGE OF CHANNAHON
24555 S. NAVAJO DR.
CHANNAHON, IL 60410

Sample Review #2

Review Comments

DATE: August 11, 2021

PROJECT: The Preserve at West Branch – Pulte Residential Subdivision – Traffic Impact Study Review

REVIEWER: Mary Cave

The following comments are provided based upon a review of the Traffic Impact Study dated July 23, 2021 for the Pulte Residential Subdivision prepared by KLOA.

Comment #	Page #	Comment
1	5	Army Trail Road is described as having 2 through lanes in the eastbound and westbound directions. Please revise Figure 3 to show this.
2	6	Include the AADT of Petersdorf Road.
3	7	Describe the methods used to add school traffic to the 2021 base traffic volumes.
4	8	Confirm that the PM Peak Hour is 4:30-5:30. It appears than many traffic counts between 4:45-5:45 were used.
5	8	The NB through traffic at Rt 59 and Smith Road is not increased by 40% as the rest of the traffic is. Should be 1,717.
6	8	Provide more detailed calculations showing the counted and increased traffic volumes and added school traffic either in Figure 4 or as a separate Appendix.
7	14	Include more information on the directional distribution at other roads/intersections. Include the following: • The percentage of trips going from Smith to Rt 59 to North Ave EB • The percentage using Klein at the new eastern access point • The percentage using Petersdorf Road.
8	15	Provide justification why traffic uses Petersdorf Road in the AM peak hour but not in the PM peak hour.
9	16	In Figure 6, show new trip movements at Rt 59 & North Avenue.

10	17	In Figure 7, the PM EB through movement at Army Trail Road & Petersdorf Road should be 601 trips, not 101.
11	17	In Figure 7, the AM WB through movement at Army Trail Road & Smith Road should be 728 trips, not 724.
12	17	In Figure 7, the AM SB through movement at Rt 59 & Smith Road should be 1816.
13	17	In Figure 7, the AM NB through movement at Rt 59 & Smith Road should be 1378.
14	17	In Figure 7, the AM WB through movement at North Avenue & Klein Road should be 1,622, not 1,616.
15	18	In Figure 8, the EB through movement at North Avenue & Klein Road is incorrect. Should be 2,149 (1,678).
16	18	In Figure 8, the NB through movement at Klein Road and the new access road should be 80.
17	18	In Figure 8, the NB right movement at Rt 59 & Smith Road should be 102.
18	23	The North Avenue & Klein Road LOS values appear to be incorrect and do not match the HCM results in the Appendices. This is the case for both the AM & PM peak hours.
19	24	The North Avenue & Klein Road LOS values appear to be incorrect and do not match the HCM results in the Appendices. This is the case for both the AM & PM peak hours.
20	25	The North Avenue & Klein Road LOS values appear to be incorrect and do not match the HCM results in the Appendices. This is the case for both the AM & PM peak hours.
21	28	The 3rd bullet point under Klein Road/Proposed Access Road discusses Smith Road/Trinity lane and not Klein Road.
22	Capacity Analysis – 2021 Conditions	Traffic volumes were not input into the NB leg for the North Avenue & Klein Road intersection (PM peak hour)
23	Capacity Analysis – 2030 No Build Conditions	The Smith Road & Waterford Lane SW through movement should be 108. (AM peak hour)
24	Capacity Analysis – 2030 No Build Conditions	Traffic volumes were not input into the NB leg for the North Avenue & Klein Road intersection. (PM peak hour)
25	Capacity Analysis –	The North Avenue & Klein Road EB through traffic should be 2149. (AM peak hour)

	2030 Total Conditions	
26	Capacity Analysis – 2030 Total Conditions	The IL 59 & Smith Road NB right traffic should be 102. (PM peak hour)
27	Capacity Analysis – 2030 Total Conditions	The North Avenue & Klein Road EB through traffic should be 1,678. (AM peak hour)
28	Capacity Analysis – 2030 Total Conditions	Traffic volumes were not input into the NB leg for the North Avenue & Klein Road intersection (PM peak hour)
29	Capacity Analysis – 2030 Total Conditions	The Access Road & Klein Road NB through traffic should be 80. (PM peak hour)

Please call or email with any question to Mary Cave, at 217-201-9003 or maryc@thomas-engineering.com.

Thomas Engineer Group, LLC on behalf of the City of West Chicago.

Mary E. Cave

Mary E. Cave, P.E.

5

RESUMES

Mr. Kinzler has over 20 years of engineering experience with 15 years serving as the Engineering Project Manager for the Village of Channahon. His experience includes managing both development and Village infrastructure projects from concept to closeout. Specific tasks included managing contractors and consultants, overseeing review and construction of public infrastructure projects, authoring bidding documents, and managing the Village's Road Management Program.

PROJECT EXPERIENCE

Private Development Plan Reviews and Inspections, Village of Channahon – Senior Project Manager. TEG provides municipal reviews of public improvements related to commercial, industrial, and residential developments for compliance with Development Code and storm water management regulations. Responsibilities include review of all mass grading, site development, stormwater management, and utility infrastructure plan reviews. Within the last eight (8) years, TEG has provided development assistance to the Village on over forty (40) projects.

Plan Reviews and Inspections, City of West Chicago – Senior Project Manager. TEG provides inspection of public improvements related to residential subdivisions/ community developments for compliance with City requirements. This includes quality control review of developer's design plans, evaluation and review of engineering plan revisions, observation of construction activities, and private utility plan reviews and permitting within the City's R.O.W. in accordance with City Utility Permitting Requirements. TEG serves as liaison between Public Works, City Utilities, Community Development, the Developer and General Contractor during construction.

Village of Channahon, Illinois – Engineering Project Manager (January 2007 - May 2022).

- Manage Village Road Program (82.6 CL miles) and annual budgeting:
  - Total Budget FY 2023 = $2.2M (incl, MFT funds): Road Maintenance Project ($1.4M), Crack Fill & Fog Seal ($84k), Spray Patching ($60k), Asphalt Preservation ($145k), PCC Road Maintenance Project ($500k).
  - Project Manager from start to finish: cost estimates; bidding documents; board actions; construction oversight; closeout.
  - Secure and manage professional consultants for survey, AutoCAD and material inspection.
  - Partner with local Townships and Park District on various projects.
  - Provide annual PASER condition rating of all roads.
  - Maintain Excel database with full histories of every road's construction and maintenance.
- Manage private development associated with infrastructure and Public Works:
  - Attend meetings between developers and Village administrative staff.
  - Review Annexation Agreements, Concept Plans, Final Engineering, IEPA Permit Applications, Record Drawings and insure IDOT Permitting and coordination as needed.
  - Estimate, secure and manage Improvement Completion Guarantees and Maintenance Guarantees.
  - Secure and manage consultant construction oversight of roadway, watermain, sanitary sewer and storm sewer.
  - Serve as POC and decision maker for all infrastructure installation questions during construction.
  - Streamline engineering review by instituting Village Specifications and Details sheets to be inserted into all final engineering submittals.
  - Manage final inspections, punch list completion, record drawing review and acceptance of improvements during closeout.

DON KINZLER

PE, CFM

Primary Plan Reviewer and Client Liaison

Education

University of Illinois at Chicago
Chicago, IL
Bachelor of Science,
Civil Engineering

Professional Registrations

Professional Engineer:
Illinois 062-063193

Certified Floodplain Manager:
IL-08-00374

Ms. Cave has 20 years of work experience in project management, public outreach, policy planning and ordinance preparation, grant writing, asset management land development design and review, drainage system modeling, design and review, capital improvement planning and budgeting, sanitary sewer design and review, erosion and sediment control design and inspection, traffic analysis and modeling, transportation design, park planning and design, and survey.

PROJECT EXPERIENCE

Private Development Plan Reviews and Inspections, Village of Channahon – Project Manager. TEG provides municipal reviews of public improvements related to commercial, industrial, and residential developments for compliance with Development Code and storm water management regulations. Responsibilities include review of all mass grading, site development, stormwater management, and utility infrastructure plan reviews. Within the last eight (8) years, TEG has provided development assistance to the Village on over forty (40) projects.

Plan Reviews and Inspections, City of West Chicago – Project Manager. TEG provides inspection of public improvements related to residential subdivisions/ community developments for compliance with City requirements. This includes quality control review of developer's design plans, evaluation and review of engineering plan revisions, observation of construction activities, and private utility plan reviews and permitting within the City's R.O.W. in accordance with City Utility Permitting Requirements. TEG serves as liaison between Public Works, City Utilities, Community Development, the Developer and General Contractor during construction.

Phase II, Columbia Street Roadway Reconstruction, City of Naperville – Project Manager. TEG is providing topographic survey and final design engineering services for this $1 million roadway reconstruction project in the City of Naperville. The project will be funded using REBUILD Illinois funding and/or local funding. The project includes reconstruction of the roadway to the City's collector street standards, replacement of water main, replacement of undersized storm sewer, installation of underground detention storage to resolve localized flooding, and installation of new street lighting. TEG performed a drainage study of the area to determine the location and storage volume of in-line underground storage within the City's right-of-way. The project required extensive utility coordination to work around the numerous existing utilities and coordinate new electric duct banks along the corridor.

Phase II, William Tiknis Campus Expansion Project, Hanover Township – Project Manager. Hanover Township is expanding its current township campus by developing a 17.5-acre lot. TEG is providing services to take the Township's vision to fruition. These services include a topographic site survey of the heavily wooded property, tree survey, wetland delineation, landscape design, drainage design including green infrastructure considerations, landscape design, roadway design, utility design, trail design, the preparation of construction documents, and bidding assistance to the Township.

Phase II and III, Berner Drive, Dale Drive, and Wolsfeld Drive Resurfacing Project, Hanover Township, Illinois – Project Manager. TEG provided final Phase II design engineering and Phase III resident engineering services for 1.71 miles of roadway resurfacing on local Township streets. The project generally consisted of rural roadway resurfacing, open ditch drainage improvements, aggregate shoulders, pipe underdrains, and landscape restoration along the length of Berner Drive from Route 58 north to Shoe Factory Road, east and west Dale Drive, and Wolsfeld Drive west of Rohrssen Road in Hanover Township, Cook County, Illinois. TEG coordinated pavement cores, soil sampling, and performed an alternatives analysis of the pavement section, resulting in a 3 inch pavement surface removal and 1 inch overlay to improve the structural number of the pavement.

MARY CAVE

PE

Secondary Plan Reviewer

Education

Bradley University
Peoria, IL
Bachelor of Science, Civil Engineering

Professional Registrations

Professional Engineer:
Illinois 062-060331

Professional Associations & Recognitions

APWA-IL:
Chapter Awards Chair & Director, Prairie Branch President, Vice President & Secretary (2008-Current)

Illinois Urban Flood Awareness Act Steering Committee: 2014-2015

Illinois Society of Professional Engineers Young Engineer of the Year – 2006

TOMASZ TRETOWICZ

EI

Project Support Staff

Mr. Tretowicz has over 16 years of civil engineering experience performing a wide scope of tasks associated with street resurfacing projects, sidewalk replacement program, and water and sewer main improvements. Some of his past duties have included site surveying, CAD drafting, plan review, construction oversight and inspection as well as utilities coordination, residential coordination and project management. He has also acted as a liaison with private utility companies where he administered permitting and conducted right-of-way restoration inspections.

PROJECT EXPERIENCE

COMMUNITY DEVELOPMENT INSPECTIONS AND PLAN REVIEWS, VILLAGE OF LOMBARD — Development Engineer for municipal review of commercial and residential private development projects throughout the Village. The Village of Lombard hired TEG to support their Community Development staff and perform engineering plan reviews, NPDES /Erosion Control Inspections, and land, utility, roadway, and detention construction inspections. The scope of work includes construction observation and final review of public improvements related to residential subdivisions/ community developments for compliance with Municipal Code and approved plans. Responsibilities include everything from engineering plan review, erosion control inspections, construction site access control, site adjacent to project sites, traffic control inspections, contractor notifications, sewer and water construction inspection, detention facility construction inspection, roadway construction inspection, lighting review and inspection, ADA sidewalk design and construction inspection to individual flooding/drainage concerns at single family homes and subdivision developments.

PHASE II AND III, 2022 WATER MAIN REPLACEMENT PROJECT, VILLAGE OF MOUNT PROSPECT — Project Engineer. TEG is providing design and construction engineering services for the replacement of an estimated 10,400 linear feet (1.97 miles), or $3,300,000 of water main within the Village-owned potable water distribution system. The purpose of the project is to replace pipe segments due to pipe age and water loss from main breaks. The project includes the replacement of all associated fire hydrants, water valves and water services from the water main to the b-box. Water main pipe sizes will be upsized at each location.

PHASE II, LAKE STREET SEWER AND WATER MAIN IMPROVEMENTS, VILLAGE OF OAK PARK — Water and Sewer Design Engineer. TEG was hired by the Village to provide sewer and water utility design in advance of the Lake Street Streetscape Improvement. The sewer and water improvements consisted of 3,100 feet of sewer and water main replacement along Lake Street in the heart of the downtown. The design included suggested sequence of construction and staged MOT plans for Lake Street and the intersection of Lake Street and Oak Park Avenue. Work included the installation of over 700 feet of metallic zinc coated ductile iron water main and service lines, approximately 1,000 feet of combined sewer replacement with 18” to 30” PVC sewer, replacement of lateral services, and nearly 3,000 feet of cured-in-place pipe (CIPP) liner ranging from 12” to 24” in diameter. The project also included the installation of new precast manholes and catch basins, valve vaults, insertion valves, shotcrete manhole rehabilitation, and final restoration of including: PCC base course, HMA binder course, class-D pavement patches, partial curb and gutter patches, sidewalks trench patches, alley apron patches, and parkways restoration.

PHASE II, 2022 CDBG ROAD PROGRAM, CITY OF WARRENVILLE — Project Engineer. TEG is providing Phase II design engineering services for the City’s 2022 CDBG Road Program. The project is located in the Summerlakes Square Courts Area of Maplewood Drive, Maplewood Court, Cottonwood Court, Dogwood Court, Lindenwood Drive, Linden Square, Wood Court, and Wildwood Court. The work consists of asphalt resurfacing, asphalt pavement patching, sidewalk replacement, and curb and gutter replacement.

EDUCATION

University of Illinois at Urbana-Champaign
Champaign, IL
Bachelor of Science, General Engineering

PROFESSIONAL ASSOCIATIONS & RECOGNITIONS

American Public Works Association

PROFESSIONAL ACCREDITATION

Engineer In Training, IL

SELECTED CONTINUING EDUCATION

IDOT
- IDOT QC/QA PROGRAM
- Documentation of Contract Quantities
- Survey I, II
- Pavement Construction Inspection
- Highway Engineering Principles

SAFETY TRAINING
- Confined Space Regulation

DRAFTING/ENGINEERING SOFTWARE
- MicroStation
- AutoCAD
- ArcGIS

STATEMENT OF QUALIFICATIONS

Engineering Plan Review and Construction Inspection Services for Private Development

CD2023-39 | AUGUST 29, 2023, 2PM

CITY OF ST. CHARLES

Prepared By:
WBK Engineering, LLC.
116 West Main Street, Suite 201
St. Charles, IL 60174
630.443.7755
www.wbkengineering.com

Contact: Greg Chismark, PE
gchismark@wbkengineering.com
P: 630.338.8527 WBK Engineering, LLC

WBK ENGINEERING

WBK ENGINEERING

City of St. Charles
2 E. Main Street
St. Charles, IL 60174

RE: City of St. Charles
Engineering Plan Review and Construction Inspection Services for Private Development
CD2023-39

To Whom it May Concern,

WBK Engineering, LLC (WBK), a certified DBE and SBA 8(a) firm, is pleased to submit our Statement of Qualifications providing Construction Inspection and Plan Review Services for the City of St. Charles. We appreciate the opportunity to continue to provide service to the City through construction inspection and plan review services.

We have enjoyed a decades-long relationship with the City and currently serve the City as both review engineers and construction inspectors for private development projects. Our staff also serve as primary review engineers and construction inspectors for numerous municipalities throughout Fox Valley. We understand the necessary balance of managing community development to meet community objectives and achieving code compliance and engineering standards. We bring a staff of engineering professionals with both design and construction expertise. Our staff are immediately available, and our current workload will allow us to provide review engineering and construction inspection services on behalf of the City.

I will serve as the primary contact for the City of St. Charles managing WBK team assignments and overseeing project management. I have over 40 years of professional experience related to a wide variety of civil engineering projects including plan review for counties and municipalities, site inspection/construction oversight for local agencies, and project design experience related to stormwater management, underground utilities, and roadway maintenance and construction.

WBK Engineering has been in St. Charles for more than 25 years, and we are minutes away from any project within the City. Because of our proximity, our staff will always be available and ready to act as an extension of City staff. We have ample capacity and resources to successfully respond to the ever-changing needs of development and construction projects.

Our ability to provide professional engineering services begins with the breadth and depth of resources available at WBK. We are part of the community and are intimately familiar with the City's infrastructure. Thank you for the opportunity to share WBK Engineering's qualifications. WBK has no additional Terms & Conditions that would apply to this contract. Please contact me at 630.338.8527 or gchismark@wbkengineering.com if you have any questions regarding our submittal, or desire additional information.

Sincerely,

Greg Chismark

Statement of Experience

Engineering Plan Review and Construction Inspection Services for Private Development | City of St. Charles

Statement of Experience

How many years has your firm been in business under this name? Any other name? Other ownership? Provide details.

We have been operating under the name WBK Engineering LLC since 2016. Other names include Wills, Burke, Kelsey Associates, Ltd., and Christopher B Burke Engineering West. Ownership has been privately held from 1998 to 2016. In 2016, 51% of the company was purchased by the Pokagon Band of Potawatomi and in 2019, the Pokegan Band purchased the remaining 49% of the company, and now owns 100% through Mno Bmadsen.

What is the value of the Firm's work: completed in the past 12 months? WBK has completed approximately $6.3 million of work in the past 12 months.

Now under contract? WBK holds contracts with a value of approximately $7.1 million in current billings.

What is the number of clients in your firm: Serviced in the past 12 months? WBK has serviced 108 clients in the past 12 months.

Now under contract? WBK currently has 92 clients under contract.

How many years has the individual who will oversee our project worked in a leadership role on projects similar in scope and size? Greg Chismark, PE, will be the individual who will oversee the project and he has 40 years of experience. His resume is attached.

Provide: Resume and personal references from past related projects (even if associated with a different firm); Greg Chismark's resume is attached and WBK references include:

Tim Scott, AICP
Community Development Director
Village of West Dundee
100 Carrington Drive
West Dundee, IL 60118
(847) 551-3805
tscott@wdundee.org

Brian Richter
Public Works Director
Village of North Aurora
25 East State Street
North Aurora, IL 60542
(630) 897-8228 ext. 330
brichter@northaurora.org

Adam Peters
Utilities Superintendent
Village of West Dundee
900 Angle Tarn
West Dundee, IL 601183
(847) 551-3815
apeters@wdundee.org

Simona Hawk
Development Engineer II
City of St. Charles
2 E. Main Street
St. Charles, IL 60174
(630) 377-4400
shawk@stcharlesil.gov

Brandon Tonarelli
Village Engineer
Village of North Aurora
25 East State Street
North Aurora, IL 60542
(331) 385-6432
bronarelli@northaurora.org

Matt Asselmeier
Senior Planner
Kendall County
111 W Fox St # 203
Yorkville, IL 60560
(630) 553-4139
masselmeier@co.kendall.il.us

WBK ENGINEERING
Part of the Mno-Bmadsen Family

Greg Chismark, PE

PROJECT PRINCIPAL

About Greg

Greg Chismark has over 40 years of infrastructure and civil engineering project management experience. He is intimately familiar with the City of St. Charles serving as City Engineer for 15 years. Design and project management skills include projects related to streambank stabilization, stormwater management, utilities, transportation, regulation development, and subdivision and site development plan review, and construction management oversight. Greg has a proven ability to communicate with citizens, elected officials, government staff, engineers, architects and construction contractors resolving concerns and finding solutions.

Education

BS, Civil Engineering, University of Illinois

Professional Registrations

PE, Illinois 062-044133
PE, Wisconsin 42678-6
PE, Michigan 6201064156
Qualified Engineer Review Specialist, Kane County, IL

Related Project Experience

Review Engineer, Various Municipalities, IL
Lead Review Engineer assisting municipal staff with development review services. Reviews plans for conformance with local subdivision, floodplain and stormwater management ordinances. Coordinates with City/Village staff as well as the development consultants and applicants. Communities include: City of Elgin, City of St. Charles, City of Geneva, City of Batavia, Village of West Dundee, Village of Forest Park, Kendall County, Wasco Sanitary District, City of DeKalb and the Village of South Elgin.

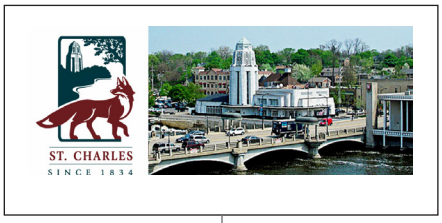
City of DeKalb Engineering, DeKalb, IL
WBK is identified as the Acting City Engineer for the City of DeKalb, and Greg leads this effort. Acting as City Engineer involves interfacing with public works, community development, police, finance and administration departments as well as elected officials and the Mayor. WBK keeps regular office hours at City Hall and is typically in contact with a City staff person, resident or development applicant on a daily basis. WBK has a more significant role in managing day to day municipal engineering functions. Some of these functions include: plan review of proposed site development and subdivisions, construction inspection of development and redevelopment projects, review and negotiation of development and intergovernmental agreements, City representative and Project Manager for on-going infrastructure projects, City representative and liaison with IDOT, including MFT guidance when requested, NFIP – Community Rating System annual certification, building permit coordination, including review and inspection, response to resident questions and concerns regarding construction, drainage and floodplain, and resolution of traffic concern as requested by public works, including parking, signal timing and safety evaluations.

Kane County Drainage Studies and Improvements, Kane County Department of Water Resources
Project Manager working with Department of Water Resources staff to provide varying levels of support and engineering design. Involvement includes survey, construction plan preparation, construction observation, drainage studies and calculation and public meeting participation. Projects include the following from 2008 to present day: Wildwood Estates, Kaneland Estates, West Highland Subdivision, Plank Road Estates, Five Island Subdivision and Prairie Lakes.

Wasco Sanitary District, Village of Campton Hills, IL
Serves as the District Engineer for a utility providing potable water and wastewater utilities to approximately 1000 residents in the Village of Campton Hills and unincorporated Kane County. The water supply system consists of three wells and an elevated storage tank with a radium removal plant. The wastewater treatment system is an extended aeration-land application system facilitated through two primary irrigation fields.

Statement of Experience

The WBK team is an experienced group of inspectors and engineers selected to support the City of St. Charles with development construction inspections and plan review services. Depicted below are the roles of each staff member:



Greg Chismark PE
» PROJECT PRINCIPAL

Vince Di Prima PE, CPESC
» PROJECT MANAGER

Andy Sikich, PE, CFM
» DEVELOPMENT REVIEW QA

SUPPORT STAFF/ADDITIONAL CITY RESOURCES

Sam Geevarghese EIT
» DEVELOPMENT REVIEW
» CONSTRUCTION INSPECTION

Adam Giazzon
» DEVELOPMENT REVIEW
» CONSTRUCTION INSPECTION

Ryan Harth EIT
» DEVELOPMENT REVIEW
» CONSTRUCTION INSPECTION

Chad McDaniel EIT
» DEVELOPMENT REVIEW
» CONSTRUCTION INSPECTION

Ryan Sikes, PE, PTOE
» TRAFFIC ANALYSIS REVIEW

Joanne Zuo, PHD, PE, SE
» STRUCTURAL ENGINEERING

Natalie Paver PWS
» WETLAND DELINEATION
» ENVIRONMENTAL REVIEW

Jeff Guerrero, PE, CFM
» FLOOD PLAN REVIEW./ CERTIFIED FLOOD PLAIN MANAGER

WBK ENGINEERING
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Vincent Di Prima, PE, CPESC

PROJECT MANAGER

About Vince

Vince has 16 years of experience in the field of civil engineering with a focus on construction oversight and municipal engineering. His responsibilities include construction observation and documentation, MFT program design and management, assisting with design and permitting of site development and municipal engineering plan reviews. Vince's experience includes hydraulic analysis of storm sewer, hydrologic analysis, and stormwater management permitting for Kane and DuPage Counties. Vince also has over 10 years of experience in construction observation and soil erosion and sediment control inspections for the Village of West Dundee and the City of Elgin respectively.

Education

BS, Agricultural Engineering,
University of Illinois

Professional Registrations

PE, IL #062-064196
CPESC #4979
Designated Erosion Control Inspector, Lake County
IDOT Documentation of Contract Quantities #22-19931
OSHA 30-Hour 24-602009874

Related Project Experience

Review Engineer, Various Municipalities, IL
As a Review Engineer, Vince assists municipal staff with development plan review and construction oversight services. Vince reviews plans for conformance with local subdivision, floodplain and stormwater management ordinances, and oversees construction operations in the field to verify construction of public infrastructure is in accordance with the approved plans. Vince coordinates with municipal staff as well as the development consultants, applicants, and contractors. Communities include: Village of North Aurora, City of St. Charles, City of Geneva, Village of West Dundee, Kendall County and the Village of South Elgin.

Silver Glen Road over Otter Creek Bridge Replacement, Kane County DOT, IL
Served as the full-time Resident Engineer for this project on behalf of the Kane County Division of Transportation. Construction consisted of removing the existing two-span pre-cast pre-stressed concrete deck beam superstructure & adjacent pedestrian bridge which was added to the roadway bridge in 2000. The existing bridge was replaced with a three-span reinforce concrete slab structure and separate steel truss pedestrian bridge. Throughout the duration of the project traffic was maintained using staged construction with temporary portable traffic signals. The full-time construction observation and inspection services included utility work coordination, pay estimates, change orders, project documentation and closeout in accordance with IDOT procedures utilizing the ICORS & MISTIC documentation systems.

Wasco Sanitary District - Village of Campton Hills, IL
The work consists of assisting the District Engineer (Greg Chismark, WBK) for a utility providing potable water and wastewater utilities to approximately 1,000 residents in the Village of Campton Hills and unincorporated Kane County. Responsibilities include construction inspection and observation of connection to the District's utilities and preparation of plans to retrofit the wastewater treatment facility with new blowers and dissolved oxygen sensors.

North 2nd Avenue & Delnor Avenue Utility Improvements, City of St. Charles, IL
Lead Design Engineer. The purpose of this project was to reconstruct two block of North 2nd Avenue and one block of Delnor Avenue on the east side of St. Charles. The proposed improvements consist of the complete removal and replacement of the City's water distribution and sanitary sewer systems via trenchless technologies including directional drilling and pipe bursting throughout the project limits and minor storm sewer improvements. During design we assisted the City in securing construction easements for side yard sanitary sewer replacement. In addition, all three blocks will be fully reconstructed with a uniform rural cross section including a ribbon curb along both sides of the street to confine the pavement and protect the edge. Minor roadway profiles adjustments and intersection improvements were made to improve the neighborhood drainage and flow of traffic.

Statement of Experience

DEVELOPMENT REVIEW/CONSTRUCTION INSPECTION

Sam Geevarghese, EIT

Sam has over 8 years of construction and design experience in the municipal engineering industry. His experience includes permitting, design, bidding, and construction observation of municipal water and sewer projects and construction observation with oil & gas directional drilled projects. Sam has managed IEPA state revolving funded water and sewer projects that have totaled $22 Million. Sam is also experienced with infiltration & inflow engineering coordination with municipal public works and has developed water & wastewater planning reports and project plans for numerous infrastructure projects.

DEVELOPMENT REVIEW/CONSTRUCTION INSPECTION

Adam Giazzon

Adam has experience in the land development and construction industry with both design and construction of municipal infrastructure. His experience includes an internship as a Resident Engineer for Ames Iowa overseeing roadway and intersection projects, and most recently served as resident engineer on a Will County Forest Preserve project for WBK. Adam has also assisted on several municipal land development review projects and assisted with several public infrastructure design projects for WBK.

DEVELOPMENT REVIEW/CONSTRUCTION INSPECTION

Chad McDaniel, EIT

Chad has served as the lead construction inspector on numerous large-scale, private developments on behalf of the Village of West Dundee and the Village of North Aurora for the last 2 years. He has over 5 years of design and construction experience including municipal clients, state, federal, and military agencies. His experience includes preparing bid documentation, performing cost estimates, construction observation and documentation, bridge inspections and culvert design, project site design, storm water studies, soil and concrete testing, surveying, and the design of natural gas distribution systems.

DEVELOPMENT REVIEW/CONSTRUCTION INSPECTION

Ryan Harth, EIT

Ryan has experience in the land development and construction industry. Her experience as a project engineer includes permitting, designing, and overseeing private site development improvements for commercial logistics centers and intermodal facilities in Illinois. She has experience as a resident engineer observing the construction of roadways and storm sewers. Ryan also has experience performing Stormwater Pollution Prevention Plan (SWPPP) inspections and generating SWPPP reports for active construction sites.

Statement of Experience

STORMWATER/FLOODPLAIN REVIEW

Jeff Guerrero, PE, CFM

Jeff's experience includes over 15 years in the civil engineering field, with a particular focus on water resources work. His project work includes management and design of stormwater green infrastructure improvements, stream restoration and bank stabilization projects, local drainage studies, dam removals and fish passage, and he regularly works for governmental and private clients. Jeff takes projects through the preliminary design stage, through final design and permitting, and provides construction oversight on select projects.

STRUCTURAL ENGINEERING

Jiahong (Joanne) Zuo, PhD, PE, SE

Joanne is a licensed Structural Engineer in Illinois. Through her 27-year career, Joanne has worked on numerous projects including design of bridges, culverts, retaining walls as well as buildings and various special structures for many agencies including IDOT, Illinois Tollway, DuPage County, Kane County, US Army Corps of Engineers (USACE), the City of Chicago, Geneva, N. Aurora and St. Charles, National Park Services (NPS), Chicago. Joanne is familiar with many design standards, including those of the AASHTO, AREMA, Illinois DOT, Illinois Tollway, Chicago DOT, Chicago Transit Authority, and several state departments of transportation bridge design manuals.

WETLAND DELINEATION/ENVIRONMENTAL REVIEW

Natalie Paver, PWS

Natalie has 17 years of experience and is responsible for conducting on-site floristic studies, evaluations, and preparing maintenance and monitoring reports; on-site soil investigations and assessments, soil interpretation records and reports and soil maps; preparing wetland delineation reports, functional assessments, mitigation plans, and other environmental compliance/permitting documents; assisting with stream, wetland and wildlife habitat assessments and delineations; preparing environmental resource assessments; monitoring of sediment and erosion control on project sites; and construction and native landscape observation and management.

TRAFFIC ANALYSIS REVIEW

Ryan Sikes, PE, PTOE

Ryan Sikes has over 10 years of experience in civil engineering and is a Transportation Project Manager at WBK located in our St. Charles office. He has a strong background in transportation engineering with a focus on intersection geometry and modeling for local, county, Illinois Department of Transportation and Illinois State Toll Highway Authority projects. Since joining WBK, Ryan has played a lead role on projects for KDOT, Kendall County, the Forest Preserves of DuPage and Kane Counties and the Cities of St. Charles, Geneva, and Aurora.

Work Specific Knowledge

Engineering Plan Review and Construction Inspection Services for Private Development | City of St. Charles

Work Specific Knowledge

DEVELOPMENT ENGINEERING

WBK's approach to development and building permit review and construction inspection services begins with establishing a relationship with City of St. Charles' staff. Our goal is to continue to be an extension of City staff relative to development review, building review, and construction inspection. We believe we can best serve the City by providing an experienced primary point of contact with and a diverse and flexible team. Our team has been successful working with developers, attorneys, contractors, engineers and residents advocating the interests of municipalities for decades. All development review projects will receive a separate project number for billing as well as submittal tracking and project documentation purposes. We typically utilize a two-step review process to screen submittals for completeness and to identify resources necessary to facilitate a comprehensive review.

ENGINEERING PLAN REVIEW PROCESS

STEP ONE-TRIAGE

Each project review will be thorough and performed with diligence and accuracy. The first step in our review process is an evaluation of the submittal to ensure that it is complete and that a full review can be performed. We call this step the "triage" because we will also identify other permit requirements, WBK staff resources, and establish a priority and deadline for the project. It is at this stage we will identify any wetland, survey, traffic or structural review issues and coordinate review responsibility. The "triage" is typically complete within three days of receipt of the submittal. If the submittal is incomplete we typically provide a response to the City with written e-mail documentation for the project record. Once the submittal is complete and the review begins, we adopt the philosophy that the reviewer gets "one bite of the apple" to provide a complete and thorough review the first time.

STEP TWO-COMPREHENSIVE REVIEW

We will provide a complete written response within ten (10) business days (maximum) from the date a submittal is received. Resubmittals often require less time to review. We will provide formal written review comments directed to City staff and the petitioner as directed by City protocol. Our typical procedure is to provide comments vie email the day they are completed. If the comments are significant to the project, we will offer a meeting with the development engineer to discuss our findings and to make sure they understand our concerns. This often clears up misinterpretations and provides for an expedited review process resulting in fewer resubmittals and subsequent reviews. WBK is intimately familiar with the City of St. Charles' Development Standards.

PLAN REVIEW PROCESS

Engineering Plan and Stormwater Submittal Triage

- Establish project number & budget
- Wetland, Survey, Traffic, Structural Coordination
- Determine Third Party Permit requirements
- Establish Review Deadline
- Communicate to applicant and City
- Three-day turn around

Initiate Full Review

- Utilize Checklists for QA
- Written comments provided via email in letter format
- Meetings for complex or expedited review situations
- Two week maximum review period (includes step one)

Resubmittals

- Evaluate budget and deadlines
- Perform review
- Coordinate third party permit approvals

Plan and Permit Approval

- Written approval
- Conditions for construction - identify inspection types and City / WBK contacts

Transition to Construction

ADDITIONAL REVIEW CONSIDERATIONS

Communication - Communication is the cornerstone of effective engineering plan review and coordination of the development process. At a minimum we will provide a weekly work task updates to City staff in an email format. This will provide an opportunity for communication and create a routine upon which City staff can rely. This includes a summary of active projects currently in review, their status, expected completion date and any communication (phone, email) that may have occurred. We have found through experience that the scheduled, recurring and deliberate communication provides an opportunity for dialogue and a better understanding of client and project needs.

Operational Understanding - Our review services includes the understanding of future maintenance and operation of public facilities. It is typical that the developer and their design team are focused on a project schedule and budget as the primary criteria. We have seen many designs that would be difficult to maintain and costly to replace. Oftentimes, a simple modification to the engineering plans can lead to improved operations and less maintenance for future owners (public or private). Some maintenance suggestions are not specific code requirements and the presentation of the comment and suggestion is important. Establishing a partnership approach during the review process is key. We have successfully practiced that approach for decades resulting in improved designs and successful projects.

SUBDIVISION AND LAND IMPROVEMENTS

CONSTRUCTION SERVICES SCOPE

Construction observation begins with the transition from plan approval to the start of physical construction. The plan approval process ends with consideration of construction inspection types and frequencies. This includes utilities, grading, paving, landscaping and final approval / close out of the project. An electronic project file will be set up for each project to include all documentation such as daily reports, meeting minutes, QC reports, soil erosion and sediment control inspections, shop drawings, punch lists and financial guarantee reductions / release. Upon completion of each project, we can provide an electronic copy of the project documentation for City records. We expect the scope of construction management services could include:

- Facilitate a pre-construction meeting with the contractor, City, and other parties including preparation of the agenda and meeting minutes.
- Provide liaison functions related to coordination of contractors, utilities, developers, other agencies and property owners engaged in or affected by the project. Identify third party permits and permit compliance measures.
- Attend all construction progress meetings and maintain records of all meetings.
- Provide construction observation and inspection of all work and contractor operations to verify that the construction is in accordance with approved plans and City requirements. This includes an inspector's daily diary recording hours on the job site, weather conditions, general and specific observations, daily activities, quantities placed, inspections, decisions, and list of visitors.
- Keep an electronic progress utility plan set that documents the status of utility installation on a daily basis for City staff reference.
- Coordinate and facilitate utility testing with contractor and City Public Works Department including:
  1. Water main pressure testing, fill and flush, and chlorination
  2. Sanitary Sewer air exfiltration, deflection test (mandrel), vacuum testing manholes, and televising for final review and acceptance
  3. Storm sewer televising for final review and acceptance

- Complete Soil Erosion and Sediment Control Inspections on behalf of the City of St. Charles in accordance with IEPA Notice of Intent permit.
- Inspect and document the adequacy of maintenance of traffic / traffic control and inform the contractor and the City of deficiencies.
- Ensure Quality Assurance services in accordance with IDOT QC/QA practices and procedures are provided by developer/contractor.
- Project close out including conducting final punch list inspection with the City and preparing a final list of items to be corrected. Review and verify the accuracy of the contractor's record drawings, lien waivers, and other documents required by the City for the completion of the project.
- Coordinate and review shapefiles provided for utilities for accuracy and inclusion in the City of St. Charles' GIS system. Assist with GIS input on an as need basis.
- Review contractor requests for reductions in financial guarantees and forward recommendation to the City. Verify that all items on the final list have been corrected and make recommendations to the City concerning final acceptance.
- Assist City with acceptance and final bill of sale for any public improvements constructed in conjunction with developments.

LOT PLAN REVIEW & FINAL ENGINEERING INSPECTION

Our objective for Lot Plan Reviews & Final Engineering Inspection is to function as an extension of City Staff and strive to ensure that each lot is developed in accordance with City standards and the approved subdivision plans. Each lot WBK reviews begins by collecting and reviewing the most current approved subdivision plans, record drawings, and final plat of subdivision. These three documents are critical in reviewing each lot to ensure that is it constructed as originally intended.

WBK has completed Lot Plan Review for the City of St. Charles in both the Munhall Glen and Charlestowne Lakes Subdivisions. There are three stages of review and inspection for Lot Plan Reviews which are outlined below:

1. The first step is to complete the review of the proposed site plan for the given lot to ensure compliance with approved subdivision plans. This step will include a review of the water and sanitary services, grading, setbacks, easements, ensuring that adjacent utilities are shown, and finally checking for conformance with City standards and approved plans. We will provide a detailed memorandum with outstanding items withing 10 business days (maximum) from the date a submittal is received from the City.

2. The second step is a review of the foundation plan to ensure that the proposed residence was constructed in accordance with the required setbacks, avoids any encroachments on public utility easements, and that the top of foundation elevation was constructed within the allowable tolerance. Again, after our review we will provide a detailed memorandum either approving the foundation or requesting that any outstanding items are resolved before construction continues.

3. The final and most important review is the as-built plan review and final engineering inspection. As part of this review WBK will ensure that the as-built plan is in accordance with the approved site and foundation plan and complete a field inspection with the as-built plan in hand. WBK will verify that accuracy of the as-built plan and note any punch list items that need to be resolved prior to issuance of a Final Certificate of Occupancy. Ultimately, we will deliver a memorandum with all as-built plan and punch list related items that need to be finalized / resolved prior to approval.

AVAILABILITY STATEMENT

The WBK team was carefully selected based on upcoming commitments to ensure that WBK Engineering can facilitate the upcoming construction inspections and plan reviews as set forth by the City of St. Charles. In addition, we have provided a team with extensive depth, to allow us to manage multiple projects given the typical development cycles. Our team has a wealth of experience, depth, and versatility which enables us expedite plan reviews and facilitate seamless transitions to construction inspection. We look forward to assisting the City with the construction inspections and plan reviews. **All staff proposed work out of our St. Charles office.**

Work Specific Knowledge

CREDENTIALS/LICENSES/CERTIFICATIONS

PROFESSIONAL ENGINEERS

Greg Chismark, PE: PE, Illinois 062-044133; PE, Wisconsin 42678-6; PE, Michigan 6201064156
Qualified Engineer Review Specialist, Kane County, IL; PE, Oklahoma #9060

Vince Di Prima, PE, CPESC: PE, IL #062-064196; CPESC #4979
Designated Erosion Control Inspector, Lake County; IDOT Documentation of Contract Quantities #22-19931;
OSHA 30-Hour 24-602009874; Qualified Engineer Review Specialist, Kane County, IL

Jiahong (Joanne) Zuo, PhD, PE, SE: SE, Illinois 081006794; PE, Illinois 062054610; PE, Iowa 0564013

Jeff Guerrero, PE, CFM: PE, Michigan #6201059685; PE, Indiana #11800285; PE, Ohio #83155;
PE, New York #101941; FHWA-NHI-135095 Two-Dimensional Hydraulic Modeling

Ryan Sikes, PE, PTOE: PE, Illinois #062-068663; PTOE, Illinois #4381

Andy Sikich, PE, CFM: PE, Illinois #062-051270; PE, Wisconsin #44919-6; Certified Flood Plain Manager, IL-16-00770

WBK FIRM LICENSES: Illinois Professional Engineering License: #062-044133; Illinois Professional Structural Engineering License: #184.007317-0006

WORK THAT WILL BE PROVIDED BY SUB-CONTRACTOR OR OTHER FIRM

WBK Engineering, LLC, will not have any subcontractors on this project unless specifically required and/or necessary.

City of St. Charles

REFERENCE FORM

Engineering Plan Review and Construction Inspection Services for Private Development

CD2023-39

The following is a list of **FIVE (5)** references that have performed projects similar in size & scope within the last five (5) years.

1. Company Name and Address	**Scope of Work:**	Development Constructior
City of St. Charles	**Date(s):**	2007-Present
2 E. Main Street	**Amount:**	$227,800 (past 5 years)
St. Charles, IL 60174	**Project Manager:**	Simona Hawk
	Telephone No:	630-377-4400
	Email:	shawk@stcharlesil.gov
Comments: Reference Verified: Yes___No___		

2. Company Name and Address	**Scope of Work:**	Development Construction & Plan Review
City of Geneva	**Date(s):**	2007-Present
1800 South Street	**Amount:**	$162,000 (past 5 years)
Geneva, IL 60134	**Project Manager:**	Rich Babica
	Telephone No:	630-232-7494
	Email:	rbabica@geneva.il.us
Comments: Reference Verified: Yes___No___		

3. Company Name and Address	**Scope of Work:**	Development Construction & Plan Review
Village of North Aurora	**Date(s):**	2020-Present
25 East State Street	**Amount:**	$769,900
North Aurora, IL 60542	**Project Manager:**	Brandon Tonarelli
	Telephone No:	331-385-6432
	Email:	btonarelli@northaurora.org
Comments: Reference Verified: Yes___No___		

4. Company Name and Address	**Scope of Work:**	Development Construction & Plan Review
Village of West Dundee	**Date(s):**	2007-Present
100 Carrington Drive	**Amount:**	$558,900 (past 5 years)
West Dundee, IL 60118	**Project Manager:**	Tim Scott
	Telephone No:	847-551-3800
	Email:	tscott@wdundee.org
Comments: Reference Verified: Yes___No___		

5. Company Name and Address	**Scope of Work:**	Development Construction & Plan Review
Kendall County	**Date(s):**	2008-Present
111 W. Fox St. #203	**Amount:**	$187,000 (past 5 years)
Yorkville, IL 60560	**Project Manager:**	Matt Asselmeier
	Telephone No:	630-553-4139
	Email:	masselmeier@co.kendall.il.us
Comments: Reference Verified: Yes___No___		

Company Name: WBK Engineering, LLC

Failure to complete and return this form may be considered sufficient reason for rejection of the submittal.



Seasons at Randall Road

WEST DUNDEE, IL

The Seasons at Randall Road was a 35-acre multi-family development project located on the southwest corner of Randall Road and Recreation Drive in West Dundee consisting of 19 apartment buildings, a clubhouse, and significant public infrastructure improvements. These improvements included the widening of a local roadway, sanitary trunk sewer, water main, stormwater management and drainage improvements. The project also included traffic signal and roadway improvements on Randall Road adjacent to the project.

Construction of the project was initiated in 2019, and the Village relied entirely on WBK staff to complete plan and stormwater report reviews and approvals, manage the construction of public improvements including all underground improvements, and oversee the private development aspects of the project. The private element of project included 19 apartment buildings and a clubhouse for the property. Public improvements include:

- 3,000 LF of sanitary sewer & building services
- 4,600 LF of water main & building services
- Storm sewer pipes ranging from 12” to 30” diameter pipe
- Widening of Recreation Drive
- Traffic Signal & Roadway improvements on Randall Road

WBK’s services were comprehensive relative to management of development approval and the construction process. Services provided included:

- Plan Review for Final Engineering Plans, Plats and Stormwater Management
- Pre-construction coordination with the Village KDOT, FRWRD, developer, design engineer, and selected contractors
- Facilitate Pre-Construction Meeting & Minutes
- Daily observation and documentation of plan compliance
- Communication and coordination of construction with various Village Departments (Fire, PW, Building, etc.)
- Resolution of utility conflicts and field changes
- Coordination and management of testing for final Village acceptance
- Coordination with other utilities (NICOR, AT&T, etc.)
- Address and respond to adjacent property owner concerns
- Financial Guarantee Reduction Request Reviews
- Final Punch List Inspection & Project Closeout
- Village Acceptance / Bill of Sale for Public Improvements
- Assistance with GIS data input for new underground utilities (water, sewer & storm)

Since the Village has no engineering staff, WBK’s role went beyond the typical construction observation to include Village representative responsibilities. Understanding the Village Code and establishing construction inspection practices was an integral part of daily activities for this project.

Quick Facts

Time Period:
2019-2022

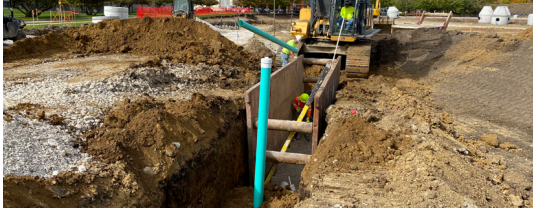
Client:
Tim Scott, AICP
Director of Community Development

Adam Peters
Utilities Superintendent
Village of West Dundee
102 S. Second Street
West Dundee, IL 60118
847.551.3800

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Chad McDaniel, EIT
Sam Geevarghese, EIT
Elizabeth Eboli, EIT
Adam Giazzon
Natalie Paver, PWS

WBK ENGINEERING

Part of the Mno-Bmadsen Family


Valley Green Golf Course Redevelopment

NORTH AURORA, IL

The project is a 75+ acre redevelopment of the former Valley Green Golf Course located just west of Illinois Route 31 and north of the I-88 Tollway in North Aurora consisting of two large industrial warehouse facilities totaling more than 600,000 square feet, internal roads, parking lots and significant public infrastructure improvements. These improvements include the construction of water main, sanitary services, stormwater management and drainage improvements.

Construction of the project was initiated in 2021, and the Village relied entirely on WBK staff to complete plan and stormwater report reviews and approvals, manage the construction of public improvements including all underground improvements, and oversee the private development aspects of the project. The project included two industrial warehouse facilities approximately 500,000 SF and 100,000 SF in size. Infrastructure improvements include:

- 6,000 LF of water main
- Multiple Sanitary Sewer Services with direct connection to FMWRD interceptor
- 8,000 LF of storm sewer ranging from 12” to 54” diameter pipe
- Two Stormwater Detention Facilities
- Wetland mitigation

WBK’s services were comprehensive relative to management of development approval and the construction process. Services provided included:

- Plan Review for Final Engineering Plans, Plats and Stormwater Management
- Pre-construction coordination with the Village KDOT, FMWRD, developer, design engineer, and selected contractors
- Facilitate Pre-Construction Meeting & Minutes
- Daily observation and documentation of plan compliance
- Communication and coordination of construction with various Village Departments (Fire, PW, Building, etc.)
- Resolution of utility conflicts and field changes
- Coordination and management of testing for final Village acceptance
- Coordination with other utilities (NICOR, AT&T, etc.)
- Address and respond to adjacent property owner concerns
- Financial Guarantee Reduction Request Reviews
- Final Punch List Inspection & Project Closeout

Since the Village has limited engineering staff, WBK’s role went beyond the typical construction observation to include Village representative responsibilities. Understanding the Village Code and establishing construction inspection practices was an integral part of daily activities for this project.

Quick Facts

Time Period:
2020-Present

Client:
Brandon Tonarelli
Village Engineer
Village of North Aurora
25 East State Street
North Aurora, IL 60542
(331) 385-6432
bronarelli@northaurora.org

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Sam Geevarghese, EIT
Chad McDaniel, EIT
Rick Pace

WBK ENGINEERING

Part of the Mno-Bmadsen Family


Munhall Glen Subdivision

ST. CHARLES, IL

The Munhall Glen Subdivision is a 16-acre residential development project located west of South Tyler Road and Munhall Avenue in St. Charles consisting of 50 lots and significant public infrastructure improvements. These improvements include the construction of new public roadways, relocation of an interceptor sanitary sewer, sanitary trunk sewer, water main, stormwater management and drainage improvements.

Construction of the project was initiated in 2021, and the City relied on WBK staff to complete plan and stormwater report reviews and approvals, assist with construction oversight of public roadway and utility improvements, and individual single family lot reviews. The private element of project includes 50 residential single-family lots and two detention facilities. Public improvements include:

- 2,000 LF of sanitary sewer main
- 2,600 LF of water main
- 4,700 LF of storm sewer ranging from 12” to 30” diameter pipe
- Relocation of 900 LF of interceptor sewer
- Wetland mitigation
- Construction of new public roads

WBK’s services were comprehensive relative to management of development approval and the construction process. Services provided included:

- Plan Review for Final Engineering Plans, Plats and Stormwater Management
- Pre-construction coordination with the City, developer, design engineer, and selected contractors
- Assisted City staff with construction observation and documentation of plan compliance
- Communication and coordination of construction with various City Departments (Fire, PW, Building, etc.)
- Resolution of utility conflicts and field changes
- Record Drawing Plan Review
- Individual Single-Family Lot Plan Reviews

Quick Facts

Time Period:
2020-Present

Client:
Monica Hawk
Development Engineer II
City of St. Charles
2 E. Main Street
St. Charles, IL 60174
(630} 377-4400
mhawk@stcharlesil.gov

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Sam Geevarghese, EIT
Chad McDaniel, EIT

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Randall Road Redevelopment

NORTH AURORA, IL

The project is a 16-acre commercial redevelopment located on the northeast corner of Randall Road and Ice Cream Drive in North Aurora consisting of an industrial warehouse facility approximately 175,000 square feet, internal roads, semi-truck parking stalls, and significant public infrastructure improvements. These improvements include the construction of water main, sanitary services, stormwater management and drainage improvements.

Construction of the project was initiated in 2021, and the Village relied entirely on WBK staff to complete plan and stormwater report reviews and approvals, manage the construction of public improvements including all underground improvements, and oversee the private development aspects of the project. The project included the construction of an industrial warehouse approximately 175,000 SF and semi-truck parking. Project improvements included:

- 2,000 LF of water main
- Sanitary Sewer Service
- Storm Sewer ranging from 12” to 24” diameter pipe
- Northbound turn lane improvements on Randall Road
- Underground Detention
- Wetland mitigation

WBK’s services were comprehensive relative to management of development approval and the construction process. Services provided included:

- Plan Review for Final Engineering Plans, Plats and Stormwater Management
- Pre-construction coordination with the Village KDOT, FMWRD, developer, design engineer, and selected contractors
- Facilitate Pre-Construction Meeting & Minutes
- Daily observation and documentation of plan compliance
- Communication and coordination of construction with various Village Departments (Fire, PW, Building, etc.)
- Resolution of utility conflicts and field changes
- Coordination and management of testing for final Village acceptance
- Coordination with other utilities (NICOR, AT&T, etc.)
- Address and respond to adjacent property owner concerns
- Financial Guarantee Reduction Request Reviews
- Final Punch List Inspection & Project Closeout

Since the Village has limited engineering staff, WBK’s role went beyond the typical construction observation to include Village representative responsibilities. Understanding the Village Code and establishing construction inspection practices was an integral part of daily activities for this project.

Quick Facts

Time Period:
2021-Present

Client:
Brandon Tonarelli
Village Engineer
Village of North Aurora
25 East State Street
North Aurora, IL 60542
(331) 385-6432
bronarelli@northaurora.org

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Sam Geevarghese, EIT
Chad McDaniel, EIT

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City of Geneva Stormwater Management & Drainage Reviews

GENEVA, IL

WBK Engineering LLC has been providing stormwater management services for the City of Geneva through review of development projects since 2009. Engineering plan and stormwater report review services include critical evaluation of stormwater management reports that involve an understanding of contributing watersheds as well as downstream conveyance capacities. Review services include a keen understanding of the Kane County Stormwater Ordinance, floodplain regulation, storm sewer design, stormwater basin routing, overflow route evaluation, wetland and wetland impacts evaluation and an understanding of third party permits and adjacent property impacts. Through the years we have also developed an understanding of operational practices of the Geneva Public Works Department so the practical elements of maintenance and operations can be included in the design of the project. Projects since 2010 include:

- Geneva High School Expansion
- Burgess Field Improvements
- NW Med – Del Nor Campus – Various Expansion Projects
- Gary Lane Subdivision
- Geneva Business Park – Dearborn
- Northern Illinois Food Bank
- Roquette
- Green House Pointe (several development iterations)
- Aldi Expansion
- Williamsburg School Expansion
- UPRR Third Rail Expansion
- Midwest Industrial Fund
- Johnson Controls
- Fox Valley Presbyterian Church
- Resurrection Cemetery
- Meadowbrook Manor
- Cooper Woods
- Stanton Subdivision
- Peck Farm Parking Lot
- Home Depot Outlot
- Geneva Public Library
- First Street Row Homes
- Riverbank Lab

We have also assisted City staff responding to floodplain regulation and building permit projects in various locations throughout the City.

Review services include:

Stormwater Report Review

- Kane County Ordinance Compliance
- Storm sewer design and evaluation
- Stormwater basin routing and design
- Overland flood route evaluation
- Wetland and maintenance plan review
- Cost Estimate
- Third party permit and approval assessment

Engineering Plan Review

- Grading Plan
- Utility Plans
- Plat and Easement Review
- Landscape and Planting Plans
- Consistency between plans and the stormwater report
- Implementation of maintenance and operations consideration

Quick Facts

Time Period:
2009 to Present

Client:
Rich Babica, Director of Public Works
City of Geneva
22 S. First Street
Geneva, IL 60134
(630) 232-1501

Funding:
Local

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Natalie Paver, PWS
John Witte, PE, CFM
Adam Rak
Sam Geevarghese, EIT
Chad McDaniel, EIT
Ryan Harth, EIT

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Charlestowne Lakes

ST. CHARLES, IL

The Charlestowne Lakes project is a 30.5 acre single-family and multi-family development project located east of Smith Road and south of Foxfield Drive in St. Charles, consisting of 31 duplexes and 105 townhome units, a clubhouse, and significant public infrastructure improvements. These improvements included the construction and extension of a local collector roadway, sanitary trunk sewer, water main, stormwater management and drainage improvements. The project also included significant off-site tributary area and wetland protection and mitigation measures.

Construction of the project was initiated in 2022, and the City relied entirely on WBK staff to complete plan and stormwater report reviews and approvals, manage the construction of public improvements including all underground improvements, and oversee the private development aspects of the project. The private element of project included 31 duplexes, 105 townhome units, and a clubhouse for the property. Public improvements include:

- 4,350 LF of sanitary sewer & building services
- 5,700 LF of water main & building services
- Storm sewer pipes ranging from 12” to 48” diameter pipe
- 20,000 SY of Full-Depth Asphalt Roadway and 80,000 SF of Concrete Sidewalk
- 2.5 acres of wetland protection and native plantings

WBK’s services were comprehensive relative to management of development approval and the construction process. Services provided included:

- Coordination with adjacent development projects and drainage reports
- Wetland compliance review and review of plantings and suitability of proposed drainage conditions
- Plan Review for Final Engineering Plans, Plats and Stormwater Management
- Pre-construction coordination with the City, developer, design engineer, and selected contractors
- Daily observation and documentation of plan compliance
- Communication and coordination of construction with various Departments (Fire, PW, Building, etc.)
- Resolution of utility conflicts and field changes
- Data collection for GIS data input for new underground utilities (water, sewer & storm)

WBK completed preliminary engineering and final engineering reviews of all site infrastructure. We have assisted with construction oversight of all primary infrastructure to date. We continue to assist with individual building/lot grading plans within this subdivision.

Quick Facts

Time Period:
2021-Ongoing

Client:
Simona Hawk
Development Engineer
2 E. Main Street
St. Charles, IL 60174
630.377.4400

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Chad McDaniel, EIT
Sam Geevarghese, EIT
Elizabeth Eboli, EIT
Adam Giazzon
Natalie Paver, PWS

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Municipal Individual Lot Reviews & Inspections

VARIOUS LOCATIONS, IL

WBK Engineering provides residential lot review and inspections engineering services to multiple communities at varying levels of service depending on the community resources and needs. WBK has been delivering accurate plan review and lot inspections services for single family, townhome, duplex, apartment developments, and senior targeted homes of varying sizes and complexities. Our knowledgeable staff takes the time to thoroughly understand the individual lot being developed/constructed and how it relates the surrounding residences and the neighborhood as a whole.

We work as part of seamless team with the review agency staff, the home builders, the home builder's surveyor and engineer, and the building department. Experience and flexibility are the keys to our successful, long-term relationships with a wide variety of local municipal clients. Over the years we have completed lot review and inspections for the following clients:

AGENCIES
City of St. Charles
Village of North Aurora
Wasco Sanitary District

SCOPE OF SERVICES
WBK Engineering, LLC (WBK) is responsible for the following tasks:

- Review of Lot Site Plan for conformance with approved subdivision plan & municipal codes
- Review of Lot Site Plan for conformance with recorded Final Plat of Subdivision
- Review of Lot Foundation Plan
- As-Built Lot Plan Review for conformance with approved Lot Site Plan
- Water and Sanitary Sewer Service Inspections
- On-site Final Engineering Lot Site Inspection

Time Period:
2019-Ongoing

Clients:
City of St. Charles
Simona Hawk
630.443.3677

Village of North Aurora
Paul Zabel
630.385.6173

WBK Team:
Greg Chismark, PE
Vince Di Prima, PE, CPESC
Sam Geevarghese, EIT
Adam Giazzon, EIT
Ryan Harth, EIT
Chad McDaniel, EIT

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WBK ENGINEERING, LLC
2023 Standard Charges for Professional Services

Classification	Hourly Rate
Principal	$ 235
Engineer VI	$ 200
Engineer V	$ 180
Engineer IV	$ 160
Engineer III	$ 140
Engineer II	$ 125
Engineer I	$ 115
Urban Planner VI	$ 215
Urban Planner V	$ 185
Urban Planner IV	$ 160
Urban Planner III	$ 125
Urban Planner II	$ 105
Environmental Resource Specialist V	$ 152
Environmental Resource Specialist IV	$ 130
Environmental Resource Specialist III	$ 112
Environmental Resource Specialist II	$ 100
Environmental Resource Specialist I	$ 90
Technician V	$ 170
Technician IV	$ 140
Technician III	$ 135
Technician II	$ 105
Technician I	$ 90
Intern	$ 75
Administrative	$ 85
Direct Costs: Copies & Prints, Messenger & Delivery Services, Mileage, etc.	Cost +10%

Charges include overhead and profit.

WBK Engineering, LLC reserves the right to increase these rates by 5% annually.