

April 22, 2024

**Ray Schwab**  
**Civil Engineer II**  
Village of Lombard  
1051 South Hammerschmidt Avenue  
Lombard, IL 60148



625 Forest Edge Drive ■ Vernon Hills, IL 60061  
847.478.9700 ■ [GHA-Engineers.com](http://GHA-Engineers.com)

**Re: Manhole Televising and Inspection Proposal**  
GHA Proposal No. 2024.FUM004

Dear Mr. Schwab,

Gewalt Hamilton Associates (GHA) is incredibly excited for the opportunity to work with the Village of Lombard on this project. GHA has several years of experience teaming on inspection and GIS mapping projects with scopes nearly identical to this project and we look forward to bringing this expertise to the Village.

Please find included in this proposal the proposed data collection fields, the report examples along with the revised scope and fee schedule for this project.

Sincerely,

**Gewalt Hamilton Associates, Inc.**

A handwritten signature in black ink, appearing to read 'Michael J. Grinnell', is written over a light blue horizontal line.

**Michael J. Grinnell**  
**Director of Facilities and Utilities Management**  
Cell: 847.309.5438  
[MGrinnell@GHA-Engineers.com](mailto:MGrinnell@GHA-Engineers.com)

## Manhole Televising and Inspection Proposal

Village of Lombard

GHA Proposal No. 2024.FUM004



CONSULTING ENGINEERS

The Village of Lombard (Client), 255 East Wilson Avenue, Lombard, IL 60148, and Gewalt Hamilton Associates, Inc. (GHA), 625 Forest Edge Drive, Vernon Hills, IL 60061, agree and contract as follows:

625 Forest Edge Drive, Vernon Hills, IL 60061

TEL 847.478.9700 ■ FAX 847.478.9701

[www.gha-engineers.com](http://www.gha-engineers.com)

### Project Understanding

The Village of Lombard desires to contract with a Professional Engineering Firm to enter into an agreement with the Village to provide a manhole televising and inspection program and a final report, including recommendations, in relation to this Manhole Televising and Inspection Proposal.

This proposal is for an inspection by Gewalt Hamilton Associates, Inc., to review and inspect the existing conditions inside the manholes identified by the Village on the included map of the Kenilworth area, and to provide a report based on the inspections that includes recommendations for maintenance and repairs.

### Scope of Services

The scope of services is based upon our knowledge of the Village, our review of the information furnished to us, and our experience in inspections and creating recommendations based up on these findings. The televising and inspection of manholes shall include the provision of all required labor, materials, and equipment related to physical and video inspection, documentation, MACP evaluation, and estimates of associated construction costs. GHA will provide:

- A. Traffic control:
  - A. Obtain all required permits (including the State and DuPage County)
  - B. Notify the proper jurisdiction of any road closure and maintain "local" traffic at all times.
  - C. Markers and signs will conform to the "Manual of Uniform Traffic Control Devices for Streets and Highways" (MUTCD) and all applicable state and local requirements.
  - D. GHA will coordinate with the VILLAGE to provide notification to properties potentially affected properties by use of "No Parking - Police Order" signs as needed. All such notices shall be removed by GHA upon the completion of the fieldwork.
- B. Collect manhole location and attribute data the agreed upon and approved data points including:
  - A. General location information (Village Manhole ID #, Street, Address, etc.)
    - i. Mapping grade GPS location of the manhole.
    - ii. Manhole diameter.
    - iii. Manhole material.
    - iv. Pipe invert measurements.
    - v. Connecting sewer diameter(s).
    - vi. Connecting sewer material(s).
    - vii. Connecting sewer flow direction.
  - B. Identify and document manhole condition including:
    - i. Overall MACP condition index using MACP forms (See example at end of document)
    - ii. Direct evidence of Inflow and Infiltration.
    - iii. Lids having open pick holes.
    - iv. Frame and adjusting ring condition, including needed adjustments and chimney seals.
    - v. Cone condition and defects.

- vi. Wall condition and defects.
  - vii. Trough and bench condition and defects.
  - viii. Pipe seal condition and defects.
  - ix. General condition of storm structures.
- C. Provide digital photographs at each manhole structure documenting the following:
- i. Surrounding area.
  - ii. Manhole cover.
  - iii. Topside - looking down.
  - iv. Manhole frame.
- C. Data Analysis and Reporting will include:
- i. Summary of work completed, including:
  - ii. GIS map(s) of identified defects and results from each activity.
  - iii. Compile field data and develop a complete list of defects and condition scores for each manhole and structure.
  - iv. Incorporate results into GIS (ArcGIS Pro Version 3.2.1) and integrate with the VILLAGE GIS and Asset Management program (OpenGov – Cartegraph).
  - v. Identify excess flow based on inspection results
  - vi. Determine appropriate rehabilitation method(s) for each manhole and structure.
  - vii. Estimated budgetary costs for each structure and priority recommendations.
- D. Video Requirement
- i. Provide a video of each structure taken by an IBAK Rapid View Panoramo SI camera.
  - ii. The video shall include the Structure ID, the approximate street address, and the MACP manhole location.
  - iii. The digital file files must include a distortion-free virtual pan and tilt allowing the review of the manhole structure from any angle from any depth. The virtual pan and tilt must be able to view 360 degrees in any direction.
  - iv. When access is not possible, and with advanced VILLAGE approval, an alternative device can be employed.
  - v. Upload the video onto the VILLAGE cloud-based service for connectivity to the Asset Management software.
- E. Reporting requirement:
- i. Submit a PDF of the draft report.
  - ii. Address VILLAGE comments and revise.
  - iii. Submit a PDF of the final report signed by a licensed Professional Engineer.
  - iv. Provide one digital copy of the final report file, including cost, condition, rehab/maintenance data, photographs, and the associated GIS geodatabases.

#### Services Not Included.

- A. The following tasks are not included in our scope of services.
- 1. Additional inspection beyond that was noted in the scope of work.
  - 2. Time or costs associated with cleaning and removal of the excess debris and material found in the manholes from the inspections.
  - 3. Time or costs associated with any delay due to repairs needed on the interior of the manhole structures.

Compensation for Services.

Based upon the scope of services noted above, GHA proposes the following fee:

<u>Service</u>	<u>Fee</u>
Village Meetings and Project Organization	\$ 1,700.00
Field Inspection and Data Collection	\$26,400.00
GIS/GPS Location and Data Entry	\$15,550.00
Camera Use and Reports	\$15,450.00
Final Report and Recommendations	\$ 2,650.00
<b>Lump Sum Fee + Reimbursables</b>	<b>\$61,750.00</b>

Reimbursable expenses, including items such as printing, messenger service, mileage, etc., will be billed to the Client without markup.

Additional services requested and authorized by the Client, will be billed on a time-and-materials (T&M) basis in accordance with the attached *GHA Hourly Rates or noted above*.

Invoices will be submitted on a monthly basis and will detail services performed. This permits the client to review the status of the work in progress and the charges made.

Agreement Length. This agreement shall be in effect through December 31, 2024, and with the potential for additional renewal periods.

By signing below, you indicate your acceptance of this Agreement in its entirety.

Gewalt Hamilton Associates, Inc.

Village of Lombard



Michael J. Grinnell  
Director of Facilities & Utilities Management



Name

Village President

Title

Date: 5/2/24

Encl.: Map of Kenilworth Area  
MACP Example Forms  
GHA Hourly Rates